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ABSTRACT

This guide helps readers identify the skills they have and need to make a successful journey into the world of work--finding a job and choosing a career. It is designed to stimulate thinking about the best career choices, present some career training ideas, and explain the steps involved in finding a job. Section I explains the skills that employers demand and gives the reader some exercises to identify and sharpen existing skills and develop new ones. It includes some thoughts on feeling good about oneself and the skill of self-confidence. Section II shows what school subjects are important for different careers, helps readers explore their own interests with some exercises, lists the different job categories that exist, explains what resources are available for further career research, and describes some training options to explore careers. Section III presents some helpful hints on employment applications, resumes, and cover letters. Section IV provides ideas on where to look for jobs and some hints on how to make a favorable impression during an interview. Through the use of exercises, section V shows the reader the qualities needed to keep a job and gives some information on employees' and employers' responsibilities in the workplace. Appendixes include a list of New York State Labor Department community service centers and Local offices, apprenticeable occupations, New York Labor Department Apprenticeship Offices, permitted working hours for minors, directory of ACCESS agencies and consortia. Contains 16 references. (YLB)

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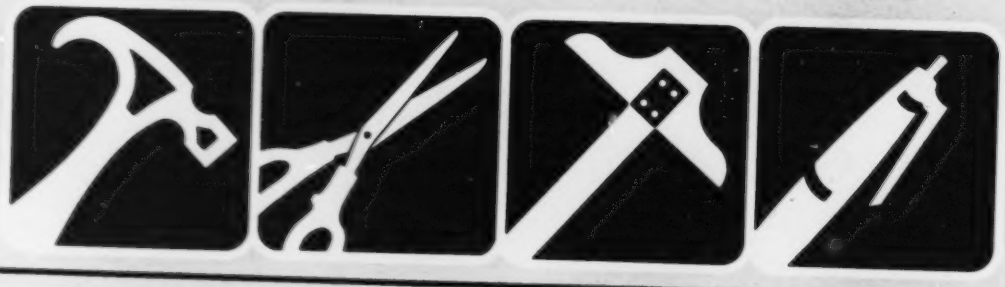
New York State Department of Labor

the Jobseeker



A Journey Into The World Of Work

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Division of Research and Statistics
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Director

January 1994

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Employers are demanding that employees have a variety of skills, from good reading and writing skills to goal-setting and teamwork skills. This section will explain these skills, give the reader some exercises to identify and sharpen existing skills and develop new ones.

Everyone needs to be prepared with the proper skills, regardless of any setbacks you may have had along the way. This section includes some thoughts on feeling good about yourself and the skill of self-confidence.

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LET THE JOURNEY BEGIN...

You are very lucky!!! You are about to prepare yourself for a great journey, one which many people take more than once in their lives -- finding a job and choosing a career. This journey can be very scary, but also very exciting . *The Jobseeker* will help you identify the skills you have and need to continue on this successful journey into the "World of Work!"

The Jobseeker will also . . .

- Get you thinking about your best career choices
- Present some career training ideas
- Explain the steps involved in finding a job.

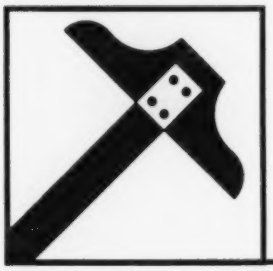
The Jobseeker is filled with information that will help you prepare for this special journey!

THE 3RS PLUS

A long time ago, reading, writing, and arithmetic, otherwise known as the 3Rs, were thought to be the only things you needed to know to get a job. As our world has gotten more complicated, more technologically advanced, and more globally competitive, many more skills are needed to be successful in getting and keeping a job. While you already are developing many of these skills, there are others you may still need to learn. The following pages outline a journey that you might want to take someday.

MAKING IT IN THE WORLD TAKES READING, WRITING, MATH, AND MUCH, MUCH MORE!

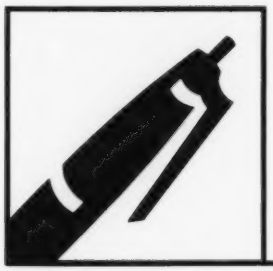
IMAGINE YOU WENT OUT AND BOUGHT A NEW CD PLAYER...



Are you able to read the operating instructions and successfully program the system to play your favorite song over and over again?

On the job, you need to **READ** well to understand and interpret diagrams, directions, letters, memos, manuals, records, charts, graphs, tables and specifications.

For example, a Graphic Designer reads copy submitted by a client to create visual images to convey the written meaning.



Can you take your operating instructions and rewrite them in a clear and understandable way so that a friend could easily program the system?

On the job, you need to **WRITE** well to properly prepare letters, memos, instructions, charts, graphs, and proposals, in order to make requests, explain, illustrate and convince.

For example, a Licensed Practical Nurse records the patient's activity and other observations on a variety of forms.

When you bought the CD player, did you get the best price you could and was that price within your budget?

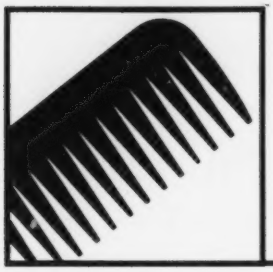
On the job, you need to use your **MATH** and **COMPUTATION** skills in order to maintain records, estimate results, use spreadsheets, or use statistics to negotiate, identify trends, or suggest new courses of action.

For example, a Construction Contractor provides cost estimates of work tasks.

When you were in the store speaking to the salesperson, did you clearly explain all the options you were looking for in a CD player?

On the job, you need to **SPEAK** clearly to explain schedules and procedures, communicate with customers, work in teams, describe complex systems and procedures, and teach others.

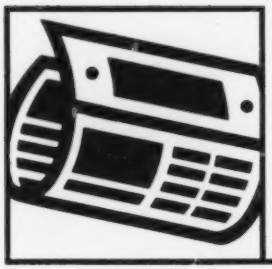
For example, a Dental Hygienist describes treatments and provides home care instruction to a patient.



Did you listen carefully to the salesperson's explanation of what CD players were available with your requested options?

On the job you need to **LISTEN** carefully to understand customer concerns, probe for hidden meanings, and solve problems.

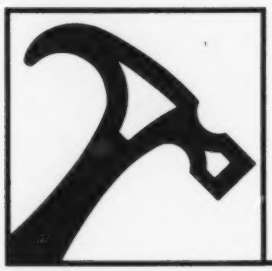
For example, a Hairstylist/Cosmetologist listens to customers to find out what services they want.



Did you have a specific brand in mind for purchase? Was it in stock? If not, was there a comparable model available for you to consider?

On the job you need to be **FLEXIBLE** to perform a variety of tasks, adapt to changes in technology, incorporate more efficient work processes or work irregular hours.

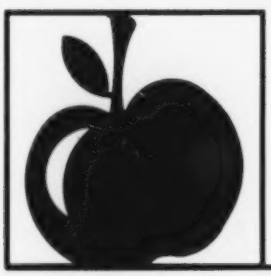
For example, a Printing Press Operator needs to be flexible when producing a daily newspaper to include important late- breaking stories.



When the salesperson explained what other equipment was available, did you learn something new about CD players?

A good employee has a willingness to **LEARN**. You can learn by instruction, discussion and demonstration.

For example, a Carpenter Apprentice learns how to build footing and wall forms by working with an experienced carpenter.

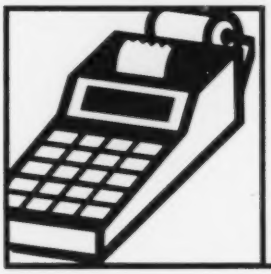


Did purchasing the CD player prevent you from attending to other responsibilities? Did the CD player cost more money than you expected once the taxes were included in the price? How did you solve these problems?

On the job there will be times when things do not go right and you need to **SOLVE PROBLEMS** and come up with **CREATIVE SOLUTIONS**.

For example, a Dietary Manager evaluates different procedures in order to develop more efficient methods of operation and identifies a nutrition standard not being met and determines a plan to meet it.

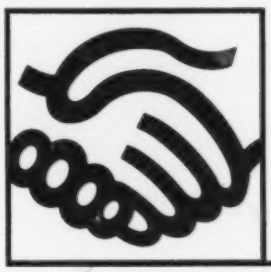
Was saving enough money to buy the CD player a goal you set for yourself? Were you motivated to reach that goal?



Employers are increasingly interested in hiring people who have pride in themselves and who know what skills are needed to do their job well. **SETTING GOALS**, having **HIGH SELF-ESTEEM**, and an interest in **PERSONAL** and **CAREER DEVELOPMENT** are important to employers today.

For example, a Financial Analyst prepares a forecast with very limited information.

Did the salesperson speak with a co-worker to help you purchase the CD Player? Did you feel comfortable dealing with this salesperson?



On the job **TEAMWORK** and **INTERPERSONAL SKILLS** are necessary. Workers need to get along with customers, suppliers, and co-workers.

For example, a Hotel Account Executive/Sales Executive asserts himself/herself and meets with people at conventions in order to obtain hotel business.

These skills are as important to someone who works at a fast food restaurant in food service as to the engineer who works for NASA designing space equipment. They make everyone better employees! Businesses are complaining that workers need to be better prepared for their jobs. So in order to help show someone that you are the right person for the job start sharpening these skills!

REMEMBER: Job Opportunity Begins with a Solid Education and Ends with Knowledge, Employment, and Rewards.

Think about your CD player purchase: it involved reading, writing, math, speaking, listening, teamwork and creative thinking. Can you list some examples for each skill?

Some activities follow so you can learn more about the skills you already have and the ones you need to be successful on your journey into the "World of Work."

ACTIVITY 1. YOU HAVE SOME SKILLS!

The first step is to look at your READING, WRITING, MATH, SPEAKING, LISTENING, GOALSETTING, TEAMWORK and CREATIVE THINKING SKILLS. Answer these questions to help you do just that!

List all the things you do during the day. What skills did you use? Do you think they could be transferred to the workplace? For example, you may have organized a car wash to raise money for a school trip.

_____

_____

_____

_____

_____

What books have you read recently? List the titles. Do you read the newspaper or magazines?

_____

_____

_____

_____

_____

Have you helped someone solve a problem recently? Is the problem something that could confront someone in the workplace and, if so, how would it be solved? What other skills did you use in helping a friend solve a problem? Write about someone you've helped.

Have you recently used a computer? A computer is a tool that can be used in the workplace for tasks that range from designing cars to preparing a payroll. What are the skills that you use to operate a computer?

Have you recently written an essay or a letter to a friend or relative? Have you recently given a presentation in the classroom? Written and oral presentations require the ability to convey information clearly. What have you written or spoken about in front of a group?

Are you involved in any clubs, team sports, or group classroom projects? Involvement in outside activities demonstrates commitment, interests, and possibly leadership skills. List the organizations you belong to.

_____

_____

_____

_____

_____

What have you accomplished lately, large or small? Did you carry a job through to the end? Did you learn something new? List your accomplishments here.

_____

_____

_____

_____

_____

What goals have you set for yourself? Goals for the week, the year, or for life? A goal can be as immediate as passing a math test or as long-range as becoming a doctor. Setting goals can really make a difference in how successful you are on the job. You need to write down goals and stick to them. Write your goals here.

_____

_____

_____

_____

_____

Did you discover something new about yourself by going through this activity? Did you discover that you have more skills than you first thought? Now that you know the skills you do have that will keep you on the right path to complete your journey, what skills do you need to improve? The next set of exercises will help you do just that!

ACTIVITY 2. WHAT OTHER SKILLS DO YOU NEED TO DEVELOP?

The second step is to sharpen your SKILLS. Each of the following exercises works on a different skill. Pick one or do them all to develop your skills!

LISTENING EXERCISE:

Listening to directions is very important. In applying for a job, sometimes following directions can determine whether you get the job. You want to be able to answer the questions that are asked on an interview without saying over and over "Could you repeat that?" or "Can you say that again?" Believe it or not, listening is also important in keeping a job.

Listening carefully helps avoid misunderstandings. One should listen, not only for what is said, but for the tone in which it is said.

Read the following questions and answer as truthfully as possible:

Do you find your mind wandering when people speak to you?

_____

Are you easily distracted by other noises when you should be concentrating?

_____

Do you seem to form your answers before the other person has finished asking the question?

_____

If you answered "yes" to any of the above questions, you need to work on your listening skills. Maybe you find yourself automatically responding to a person that you "listen" to on a regular basis, such as a parent or sibling. Maybe you feel that you are "listened" to without truly being heard.

To help improve your listening skills, you can practice the following:

- Make direct eye contact with the other person.
- Focus all your attention on the other person.
- Wait until the other person is completely through talking before you formulate your answer -- **Listen** to the other person.

When you learn to improve your listening skills, the result will be very rewarding. Not only might you land the job you are trying to get, but you will probably keep it longer.

MATH/COMPUTATION SKILLS EXERCISE: [1]

Thinking logically is a math skill workers need and employers value. Try this puzzle . . .

The parents of four participants at a math-science fair, Art, Bill, Cheryl, and Diane, worked together in a group. Their professions were photographer, teacher, copy editor, and registered nurse, not necessarily in that order. With the following hints, match the participants with their professions.

A. Bill was not the teacher.
B. The copy editor needed to review her mathematics to set up a consulting firm.
C. The photographer received an award for her pictures of the women's basketball games.
D. Cheryl was not the photographer.

	Photographer	Teacher	Copy Editor	Registered Nurse
Art				
Bill				
Cheryl				
Diane				

See answer on page 58.

READING SKILLS EXERCISE:

- Ask someone you know to bring home sample letters, forms, manuals or procedures from work. Look at them and see how well you understand them. Don't be afraid to ask questions.

- You also might want to sharpen your reading skills by going to the library. Learn something new about your favorite topic or explore a new interest.

[1] Thank you to the author, Ruth Afflack, of the *Beyond Equals* publication for this puzzle. For a copy of *Beyond Equals*, contact *Equals* at Lawrence Hall of Science, UC Berkeley, Berkeley, CA 94720.

WHEN YOU'VE LIVED LIFE IN THE FAST LANE

In the story, *Alice in Wonderland,* Alice asked the Chesire Cat, "Which road is the RIGHT road?" The Chesire Cat replied, "Where are you going?" That is the question we all need to ask ourselves. We need to choose roads carefully because we can be on them for many years. Sometimes we don't even realize we are choosing the wrong roads; we just gradually end up on them.

In your life you may have been on a difficult road. You may have had problems at home, in school or with friends. Your road may have led to drugs, alcohol or crime. You may have dropped out of school, you may have unintentionally parented a child or you may have ended up in a youth detention facility.

At such points in your life, people might have said, "You're a loser!" or "You're no good!" It takes a lot to get past those statements. Sometimes when we hear them long enough, we begin to feel they are true.

Changing how you feel about yourself will take some time. You are a winner. Tell yourself that you can be good at whatever it is that you set out to do. You want to get on a road that will lead you to feel that you have accomplished something worthwhile. Take pride in what you do.

Begin by looking at what you have already accomplished in your life. No matter where you are in life, you have accomplished something. Let's make a list of these positive accomplishments:

Accomplishments	How It Made Me Feel
Samples:	
1. Graduated from 8th grade.	I did something great!
2. Overcame a drug problem.	I was free again!
3. Tutored a friend.	I made a difference!
Now you try:	
1._____	_____
2._____	_____
3._____	_____

You see, there are things you have already accomplished in your life. Sometimes we dwell so much on the negative that we forget about the positive! We begin to believe others when they tell us we're no good. When we look over our accomplishments, we know it's not true!

Think about what you really want in your life. Don't think about what other people want for you. You think about what YOU want for you. In order to get what you want in your life, you must set some goals. What are yours? Let's list them.

SHORT-TERM GOALS (Say, the next three months)

My Short-Term Goals	What I Need to Do to Get There
Samples:	
1. Drive a car.	Practice driving, study the driver's manual.
2. Buy a new CD player.	Save money; get a job.
3. Make the team.	Work hard.
Now you try:	
1._____	_____
2._____	_____
3._____	_____

LONG-TERM GOALS (In a year or two)

My Long-Term Goals	What I Need To Do To Get There
Samples:	
1. Earn a diploma in electronics.	Go to a vocational school. Talk to a counselor.
2. Buy a new car.	Find a part-time job that will fit in with my class schedule.
Now you try:	
1._____	_____
2._____	_____
3._____	_____

Now that you have set your goals, the road still may have a few bumps. You may have people who tell you that you can't do it. What you have to learn is to think positively. You want to let those positive thoughts become part of what you say to yourself all the time. Let's look at how to do that:

The Negative Thought	The Positive Thought
Samples:	
1. I am too stupid to finish school.	I am smart and I am determined to finish school so I can get a good job!
2. There is no way I can ever get out of this neighborhood!	I have what it takes to make something of my life.
Now you try:	
1._____	_____
2._____	_____
3._____	_____

In the movie, *The Wizard of Oz,* Dorothy spends a long time on the yellow brick road. She wants to get to the Wizard so she can get home. In the end, though, she finds out she could have gotten home by herself the whole time. She had within her what it would take. The friends she met along the way found out things about themselves too. The Lion found he had courage, the Scarecrow found he was smart, and the Tinman found he knew how to love people.

You, too, have it within yourself to succeed. You do not have to wait to find the Wizard. Your success is inside of you. No matter what wrong roads you may have taken up to this point in your life, just look at them as detours. Now you have started down the road to success. Good luck on your journey!

DECISIONS, DECISIONS, DECISIONS

As you began your journey, you found out that there are many skills that everyone needs today to succeed in the "World of Work." However, choosing a career involves not only skills, but interests and values as well. You might like working with tools and machines, but are not really interested in working outside. Construction is not for you, but working at a printing press might be. What are some of your career choices? Why should you study? As you continue, maybe you can find the answers to these questions.

ACTIVITY 3. YOUR PERFECT JOB

To start to search for a job or career, you must first take a good look at yourself. What do you want from a job and what do you have to offer an employer? Discover your values and interests. The following exercises will help you focus on important issues that you should consider in your search for a job or career.

Working Conditions

The best kind of job is one that fits your likes and dislikes, your interests and abilities. Check the statement in each set that seems to fit you.

Most of the time, I would like to work:

1. _____ indoors
   _____ outdoors
2. _____ by myself
   _____ with other workers
3. _____ with people
   _____ with things (like machines)
   _____ with ideas (like writing)
4. _____ moving around a lot
   _____ sitting in one place
5. _____ in a busy place
   _____ in a quiet place
6. _____ wearing a uniform on the job
   _____ wearing dressy clothes on the job
   _____ wearing casual clothes on the job
7. _____ doing the same thing each day
   _____ doing different things each day
8. _____ doing unskilled work (little or no special training required)
   _____ doing semi-skilled work (some special training required)
   _____ doing skilled work (special schooling or a long training program required)
9. _____ closely supervised (watched)
   _____ not closely supervised
10. _____ in one place most of the time
    _____ traveling from place to place
11. _____ in a fast-paced environment
    _____ in a slow-paced environment
    _____ sometimes fast, sometimes slow
12. _____ for excellent pay even if I don't like the job
    _____ for average pay and like the job
    _____ for low pay and love the job

Look at the things that you have checked. Do they fit the job or career you have been considering?

ACTIVITY 4. CAREER CHOICES QUIZ

People - Are you a "people" person? Do you like to:	Yes	No	**Typical jobs**
Work with the public			• Child Care Worker, Court Clerk, Firefighter, Cosmetologist
Help a person or animal who is ill			• Veterinarian, Physical Therapist, Nurse's Aide
Teach someone to do something			• Teacher/Teacher's Aide, Training Instructor
Lead a group activity			• Recreation Leader, Group Worker, Host/Hostess
Sell something			• Retail Salesperson, Insurance Salesperson, Real Estate Sales
Cook, bake			• Chef, Institutional/Restaurant Cook, Salad Maker, Baker

Data - Are you a "data" person? Do you like to:	Yes	No	
Use a word processor			• Data Entry Operator, Typist, Secretary, Receptionist
Work in a laboratory			• Nuclear Medicine Technologist, Chemical Laboratory Tech.
Work with numbers			• Bank Teller, Bookkeeper/Accounting Clerk, Engineer
Write computer programs			• Computer Systems Analyst, Programmer
Research a topic			• Legal Assistant/Paralegal, Writer/Editor

Things - Are you a "things" person? Do you like to:	Yes	No	
Repair automobiles, machinery			• Auto Mechanic, Electric Motor Repairer, Diesel Mechanic
Build, make or install something			• Cabinet Maker, Tool & Die Maker, Sheet Metal Worker
Operate machinery			• Machinist, Numerical Control Machine Operator
Use tools			• Plumber & Pipefitter, Mechanic, Roofer, Carpenter, Mason
Do landscaping or lawn care			• Horticulture Worker, Landscape Gardener, Greenskeeper

Are you a "people" person, "data" person, "things" person, or are you all three?

_____

_____

_____

WHY STUDY?

Courses in Math, English, Science, and Social Studies seem like things you'll never use. How many times have you asked, "Why do I have to learn this?" But, if you look at the lists below, you'll see many occupations that require these skills. Do any of them interest you? (Information on many of these jobs can be found in the supplement to *The Jobseeker*.)

Math at various levels is important in a wide range of jobs

Advanced levels of math are required for the following jobs:

- Actuaries
- Agricultural & Food Scientists
- Architects
- Biological Scientists
- Chemists
- Computer System Analysts
- Engineers
- Foresters & Conservation Scientists
- Mathematicians
- Operations Research Analysts
- Physicians & Astronomers
- Statisticians

Math skills are constantly used in the following jobs:

- Accountants & Auditors
- Aircraft Pilots/Flight Engineers
- Air Traffic Controllers
- Computer Programmers
- Cost Estimators
- Dentists
- Drafters
- Electrical & Electronic Technicians
- Financial Managers
- Insurance Sales Workers
- Management Analysts & Consultants
- Pharmacists
- Physical & Life Science Technologists/Technicians
- Physicians
- Real Estate Agents & Brokers
- Securities & Financial Services Sales Workers
- Sociologists
- Surveyors
- Tax Examiners, Collectors & Revenue Agents
- Underwriters
- Urban & Regional Planners
- Veterinarians

Math skills are needed for the following jobs:

- Automobile Mechanics
- Bricklayers & Stonemasons
- Broadcast Technicians
- Carpenters
- Construction Inspectors
- Electricians
- Inspectors, Testers & Graders
- Jewelers
- Mechanics & Installers
- Metalworking & Plastic-working Machine Operators
- Opthalmic Laboratory Technicians
- Plumbers, Pipefitters & Steamfitters
- Sheet Metal Workers
- Surveying/Mapping Technicians
- Tool & Die Makers
- Numerical Control Tool Programmers
- Welders & Cutters
- Bank Tellers
- Bookkeepers, Accounting & Auditing Clerks
- Cashiers
- Insurance Claims & Policy Processing Clerks
- Mail Carriers
- Payroll & Timekeeping Clerks
- Statistical Clerks
- Traffic, Shipping & Receiving Clerks
- Weighers, Measurers & Checkers

Social Studies is important in a wide range of jobs

Many jobs require you to understand how social groups and cultures work. Most jobs in the social sciences require a four-year college degree. Knowledge of social studies is required for the following jobs:

- Anthropologists
- Archaeologists
- Economists
- Stockbrokers
- Market Research Analysts
- Purchasing Agents
- Securities & Financial Specialists
- Geographers
- Climatologists
- Urban Planners
- Historians
- Archivists
- Curators
- Genealogists
- Librarians
- Public Administrators
- Political Scientists
- Lawyers
- Reporters & Correspondents
- Research Analysts
- Foreign Service Officers
- Community Planning Specialists
- Psychiatrists
- Public Relations Specialists
- Career Planning Counselors
- Rehabilitation Counselors
- Social Workers
- Parole Officers
- School Counselors
- Psychiatric Nurses
- Sociologists
- Family Relations Specialists
- Recreation Therapists
- Industrial Managers
- Arbitrators
- Demographers
- Clergy
- Teachers (all levels)

Adapted from the *Occupational Outlook Quarterly*.

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(continued)

English is important in a wide range of jobs

Advanced writing and speaking skills are required for the following jobs:

Announcers
Newscasters
Counselors (all fields)
Clergy
Curators and Archivists
Lawyers
Judges
Librarians
Management Analysts & Consultants
Producers, Directors, Actors & Entertainers
Proofreaders
Public Relations Specialists
Reporters & Correspondents
Speech Pathologists
Teachers (all levels)
Translators & Interpreters
Writers & Editors
Technical Writers
Architects
Computer Programmers
Computer Systems Analysts
Educational Administrators
Research Workers
Urban & Regional Planners
Sociologists
Social Workers

Good Writing and speaking Skills are required for the following jobs:

Engineers (all fields)
Agricultural Scientists
Salespeople (all fields)
Compositors & Typesetters
Computer Service Technicians
Court Reporters
Dentists
Flight Attendants
Food Service Managers
Funeral Directors
Hotel/Motel Managers & Assistants
Insurance Agents
Clerical Supervisors
Legal Assistants
Medical Record Technicians
Optometrists
Physicians
Teacher's Aides
Travel Agents
Bellhops/Bell Captains
Counters & Rental Clerks
Dental Hygienists
Home Health Aides
Secretaries
Optometric Assistants
Police Officers
Postal Clerks
Social Service Aides

Science is important in a wide range of jobs

Advanced levels of science are required for the following jobs:

Agricultural & Food Scientists
Chiropractors
Curators, Archivists, Museum Technicians & Restorers
Dietitians & Nutritionists
Farm & Home Management Advisors
Geologists, Geophysicists & Oceanographers
Meteorologists
Occupational Therapists
Optometrists
Pharmacists
Physical Therapists
Podiatrists
Recreational Therapists
Registered Nurses
Respiratory Therapists
Speech Pathologists & Audiologists
Teachers, Secondary & College (sciences)
Veterinarians & Veterinary Inspectors

Applying science skills is important in the following jobs:

Aircraft Pilots & Flight Engineers
Broadcast Technicians
Dental Hygienists
Dietetic Technicians
Electrocardiograph Technicians
Emergency Medical Technicians
Engineering Technicians (all specialties)
Medical & Clinical Laboratory Technicians
Nuclear Medicine Technologists
Occupational Therapy Assistants
Opticians, Dispensing & Measuring
Physical & Life Science Technicians
Radiologic Technicians
Ship Engineers
Surgical Technicians
Surveyors
Animal Caretakers
Bankers
Butchers & Meatcutters
Cosmetologists
Nurse's Aides, Orderlies & Attendants
Pest Controllers & Assistants
Pharmacy Assistants
Photographic Process Workers
Physical & Correctional Therapy Assistants
Plumbers, Pipefitters & Steamfitters
Precision Instrument Repairers
Printing Press Operators
Riggers
Tool & Die Makers
Welders & Cutters
Electricians
Farmers, Farm Operators & Managers
Firefighters
Foundry Mold & Core Makers
Gardeners & Groundskeepers
Jewelers & Photoengraving Workers
Machinists

HOW MANY JOBS ARE THERE?

There are thousands of jobs according to the *Dictionary of Occupational Titles* (DOT) which is published by the federal government. Every occupation falls under one of nine categories. These same categories are part of the computerized career information system (JOBS PLUS! or WORK Station) that you can use at your nearest New York State Department of Labor Community Service Center; for many of you, WORK Station is available at your school's career center. The categories include the following:

Professional, technical, and managerial occupations. These occupations involve areas with a theoretical or practical aspect of such fields as art, science, engineering, education, medicine, law, business relations, administration, managerial, and technical work. The majority of these occupations require substantial education or training (college or technical school).

Examples: Architect, Engineer, Surveyor, Computer Programmer, Airplane Pilot.

Clerical and sales occupations. These occupations involve compiling, recording, communicating, computing and systemizing data or influencing customers in favor of a commodity or service.

Examples: Stenographer, Typist, Stock Clerk, Salesperson.

Service occupations. These occupations involve performing tasks in and around private households, serving individuals in institutions, commercial, and other establishments, or protecting the public against crime, fire or accidents.

Examples: Cook, Bellhop, Security Guard, Hairstylist, Firefighter, Attendant.

Agriculture, fishery, forestry, and related occupations. These occupations involve growing, caring for and gathering plants, gardens, grounds, animal life and products, catching, hunting and trapping animal life.

Examples: Plant, Animal or Tree Farmer, Fisherman, Log Grader.

Processing occupations. These occupations involve refining, mixing, compounding, chemically treating or heat treating products. Knowledge of formulas and other specifications are required.

Examples: Ore Refiner, Metal, Paper, Food, Wood, Chemicals, Glass Processor.

Machine trades. These occupations involve operating machines that cut, bore, mill, or print and working with such materials as metal, paper, wood or plastics. Knowledge is needed in blueprint reading and mathematical computations. You also need good hand and eye coordination and the ability to follow instructions.

Examples: Weaver, Typesetter, Cabinetmaker, Bookbinder, Stonecutter.

Benchwork occupations. These occupations involve using handtools and bench machines to fit, grind, carve, mold, sew and assemble small objects and materials such as jewelry, musical instruments or garments.

Examples: Engraver, Watch Repair Person, Shoemaker, Optician, Dental Laboratory Technician

Structural work. These occupations involve fabricating, erecting, installing, paving, printing or repairing bridges, buildings, roads or cables. These jobs are usually found in outdoor, factory or shop environments.

Examples: Welder, Construction Worker, Waterproofer, Electrical Assembler, Cement Mixer.

Miscellaneous occupations. These remaining occupations include transportation services, packaging and warehousing, motion picture services and graphic arts. There are other occupations not mentioned that belong in this category.

Examples: Bus Driver, Dispatcher, Snowmaker, Fuel Attendant, Sound Effects Specialist.

WHAT ELSE CAN I DO TO CHOOSE A CAREER?

Now that you've explored some career issues, remember there are other sources to help you decide which career is right for you.

Talk to a . . .	Guidance Counselor Teacher Parent Relative Friend
Interview a . . .	Friend or relative about their job. Ask how they got the job. What do they do? Do they like their job? How much can you earn in this job? What kind of training do you need?
Take a . . .	Vocational/Career Test. Tests can be arranged by your Guidance Counselor or through your local Department of Labor office. One type of test is the General Aptitude Test Battery (GATB). Another type of test that many schools offer is the Armed Services Vocational Aptitude Battery (ASVAB).
Explore a . . .	Computerized career information system (most school districts and some community colleges or libraries have such a system).
Visit a . . .	School or Community Library. Libraries have a variety of reference career exploration books such as the *Dictionary of Occupational Titles; Directory of Counseling Service; Occupational Outlook Handbook; Guide For Occupational Exploration; College, Knowledge, and Jobs.* Also, trade industry magazines or newspapers in areas that you might find interesting for a career option can be found in the library. Libraries also may provide career guidance workshops.
Go to the . . .	New York State Department of Labor Community Service Center. (Look in the phone book for the address of the one nearest you.)

WHAT TRAINING DO I NEED?

Did any career options spark your interest? The next step will probably require some training in a field of your choice. There are a number of career preparation options, both in the workplace and in the classroom. Some career preparation possibilities include . . .

- Occupational Education
- Apprenticeships
- Internships
- Shadowing
- Volunteer Work
- College/University
- Technical School
- Federal and State Government Training Programs
- Military

The following pages will familiarize you with these options.

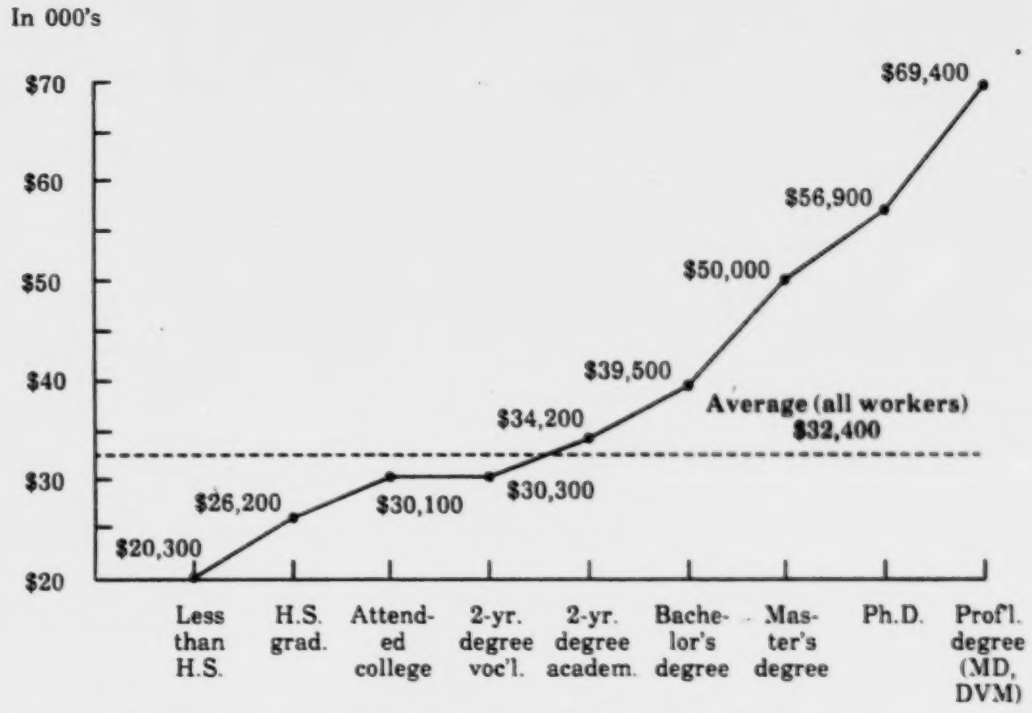
TYPE OF CAREER PREPARATION	DESCRIPTION OF PROGRAM	CONTACT INFORMATION
Occupational Education Courses in High School	Occupational education emphasizes classroom instruction but may include some on-the-job training. These courses are offered in many schools or at a local Board of Cooperative Educational Services Center (BOCES) for a variety of occupations such as mechanics, cooks and nurses. There is a greater emphasis on occupational training today than in the past. Employers are interested in many of the skills occupational education students are taught. Occupational education can also include a co-op experience. This is a paid, flexible-term work experience in the career field being studied. The co-op is generally reserved for serious well-performing students in the second year of an occupational program.	Find out from a guidance counselor about occupational education courses at your local high school or BOCES.
Occupational Programs for Adults	There are many occupational and career and support service programs offered to adults at ACCESS Agencies (Adult Centers for Comprehensive Education and Support Services).	Refer to the Directory of ACCESS Agencies and Consortia which starts on page 63 of the Appendix.
Apprenticeship	This is a 1-6 year on-the-job training program which also includes at least 144 hours of annual classroom instruction. The skill level determines the length of the program. The individual involved learns a craft or trade from an experienced craft worker. A starting salary is typically 40 percent of the craft worker's current rate and increases to the full rate at the completion of the program. An individual who successfully finishes the program receives a certificate of completion. You must be at least 16 years of age to participate. Other eligibility requirements vary throughout the state. There are approximately 300 apprenticeship programs in New York State, however, not all are available statewide (see page 56 of the Appendix for list).	To find what apprenticeships are available in your area, contact your local Department of Labor Office (Community Service Center) or the Apprenticeship Regional Office nearest you (see page 59 of the Appendix for list of offices).

TYPE OF CAREER PREPARATION	DESCRIPTION OF PROGRAM	CONTACT INFORMATION
Internships	There are a variety of internships that are available primarily through college and university career centers; high school centers sometimes offer summer or school-year positions. These internships can give you the experience you need in a variety of fields, such as advertising or government. Some internships are paid and others allow the student to earn school credit.	Visit a college or university career service center or speak to a guidance counselor.
Shadowing	This program introduces students to different jobs by allowing them to visit a place of business and observe daily work activities. The students are typically assigned to one employee to follow that individual's daily routine. Students are not expected to perform work-related tasks. Shadowing trips can last anywhere from a day to a week. This program gives students a chance to see first-hand what the career they are interested in is really like.	Visit a college or university career service center or speak to a guidance counselor.
Volunteer Work	This is on-the-job training for which you receive no pay. There are many organizations that would welcome volunteers. This on-the-job training will give you work experience and strengthen skills such as working with people, reading, writing, and understanding instructions, as well as introduce you to a field of interest that could ultimately become your career. Volunteer work is not limited to any one field. If you are interested in something, volunteer to help out! Some examples of volunteer work include political campaigns, homeless shelters, crisis hot lines, community special events and theater.	Check the newspaper for announcements seeking volunteers. Speak to a guidance counselor about local groups or organizations that would welcome volunteers. Contact organizations that interest you.

TYPE OF CAREER PREPARATION	DESCRIPTION OF PROGRAM	CONTACT INFORMATION
College/University	There are 2-year colleges, 4-year colleges or universities of different shapes and sizes. If a college education is for you, there are several books which can help you select a college. You will need to consider the academic requirements of the college, its cost and size as well as your priorities.	Talk to a guidance counselor and/or go to your library and check the following reference books for more information about individual colleges and universities: *Barron's Profiles of American Colleges* (Barron's Education Series), *Comparative Guide to American Colleges* (Harper & Row), *Selective Guide to Colleges* (Time Books).
Technical School	These are schools where individuals can be trained in specific areas, such as auto and aviation mechanics, legal skills and electronics. Community colleges also have some technical programs that are worth looking into.	Talk to a guidance counselor or career counselor about trade and technical schools. Make sure the school is licensed or registered with the State Education Department To find out, contact: The NYS Education Department Bureau of Proprietary School Supervision Cultural Educ. Ctr., Rm. 9B30 Albany, NY 12230 Phone (518) 474-3969
Federal and State Government Training Programs: Progressive Adolescent Vocational Exploration (PAVE) Another Chance Initiative for Education, Vocation or Employment (ACHIEVE) Youth Work Skills	These programs prepare youth and adults who are economically disadvantaged or face other serious barriers to employment with job training to obtain productive employment. Programs and the potential for employment vary for each community.	Contact your local Department of Labor office, Private Industry Council (PIC) or Service Delivery Area (SDA) to find out which programs are available to you.
Armed Forces	The military services include the Air Force, Army, Coast Guard, Marine Corps and Navy. They all provide training in more than 400 occupations that can prepare individuals for advancement in both military and civilian jobs. The publication, *Military Careers*, explains the training courses available through the armed forces. You can obtain a copy from your local recruitment office. A high school diploma is necessary to be qualified for military recruitment.	Recruitment offices for each military branch can be found in the phone book blue pages under U.S. Government.

THE MORE YOU LEARN
THE MORE YOU EARN!

Full-time, Year-round Workers and Salary Income
From all Jobs in New York State During Calendar Year 1991



Source: Unpublished data from the U.S. Bureau of Labor Statistics
March 1992, Current Population Survey, N.Y. Residents.

Finish your journey through high school and you will earn more. If you continue on a journey through a 2-year occupational/ technical program you will earn even more. The more education or training you have the more you will earn. In fact, the more education or training you have, the better your chance for employment. If you drop out of high school you are twice as likely to be out of work than someone who finished high school. Dropouts are 10 times as likely to be out of work than someone who has finished at least four years of additional schooling or technical training.

It's true! Job Opportunity Begins With a Solid Education and Ends With Knowledge, Employment and Rewards!

THE TOOLS OF THE TRADE

For a successful journey, you need tools. In the "World of Work" journey . . .

- Employment applications
- Resumes and
- Cover letters . . .

are three different types of job-seeking tools that give employers an idea of your experience and education before you have an interview. Most employers will ask you to fill out a job application. However, preparing a resume and cover letter will be helpful because you will have an up-to-date record of your experience. Even if a resume is not necessary, it can show employers you are a responsible, professional person. It will also be useful when filling out a job application, since it has the names, dates, addresses and phone numbers of your past employers. The following pages will give you a sample of each and some tips you should remember . . .

- When filling out a job application
- Creating a resume and
- Writing a cover letter.

HOW TO FILL OUT AN EMPLOYMENT APPLICATION

1. Be prepared to fill out the application -- bring a pen.
2. Read the application completely before you begin to fill it out.
3. Answer all questions completely and clearly (write "not applicable" if the question does not apply to you).
4. Give the full addresses and names of past employers and give some detail to questions requiring explanations.
5. Fill in the application neatly.
6. Print or type (just because you can read your handwriting doesn't mean everyone else can).
7. Spell correctly.
8. Ask for a reasonable salary, if necessary, or write "open." (If you ask for too much you might not get the job and if you ask for too little the employer may think you do not have a high opinion of yourself. Do some research in the library to see typical wages paid for certain occupations.)
9. Give an honest account of your past experience and why you left each job, if applicable (include paid, volunteer, temporary, permanent, summer and part-time jobs along with internships, or field experience).
10. Check your application over before handing it in to the employer.

An employment application sample follows.

APPLICATION FOR EMPLOYMENT Date December 10, 1992

NAME Martin (Last) John (First) (Middle)

PRESENT ADDRESS 74-36 18th Street (Street) New York (City) N.Y. (State) 10010 (Zip)

PERMANENT ADDRESS Same as above (Street) (City) (State) (Zip)

PHONE NO. 212/456-7890 SOCIAL SECURITY NUMBER 033-67-9388

Are you 18 years of age or older? ☒ Yes ☐ No If not, state your age _____ If not, do you have the required working papers? ☐ Yes ☐ No

Are you a U.S. Citizen? ☒ Yes ☐ No, If not, do you have a legal right to work in this country? ☐ Yes ☐ No

EMPLOYMENT DESIRED

POSITION Word Processing Operator DATE YOU CAN START 2 weeks SALARY REQUESTED $300 per week

ARE YOU EMPLOYED NOW? No IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? No WHERE _____ WHEN _____

EDUCATION	NAME OF SCHOOL	LOCATION OF SCHOOL	NUMBER OF YEARS ATTENDED	SUBJECTS STUDIED OR DEGREE(S) OBTAINED
HIGH SCHOOL	Manhattan High School	New York, N.Y.	4	Business Program: Typing, Stenography, Accounting, Business Law, Data Processing
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL	ABC Business Institute	New York, N.Y.	1	Business Technology: Word Processing & Computer Terminal Operation

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK None

U S MILITARY SERVICE None RANK _____

REFERENCES: GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1. Veronica Perkins	2288 Broadway New York, N.Y. 10115	School Teacher	10 years
2. Jennifer Wyer	15 Hollyhock Road Mt. Vernon, N.Y. 13006	Office Supervisor	2 years
3. Michael Jensen	c/o Ben Franklin Stores 48 Jay St., Brooklyn, N.Y.	Store Manager	3 years

"WE ARE AN EQUAL OPPORTUNITY EMPLOYMENT COMPANY. WE ARE DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS, OR ARREST RECORD."

ES 16 20 (10-92)

(CONTINUED ON OTHER SIDE)

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM Summer 1992 TO	National Insurance Company 101 Madison Avenue New York, N.Y. 10004	$5.00 per hr.	General Office Clerk	Only temporary job for summer
WORK PERFORMED:	Performed various general office duties - filing, proofreading, collating.			
FROM Summer 1991 TO	Ben Franklin Store 48 Jay Street Brooklyn, N.Y. 12101	$4.25 per hr.	Sales Person Housewares	Only temporary job for summer .
WORK PERFORMED:	Assisted customers to select merchandise in housewares (kitchen utensils), rang up sales on cash register.			
FROM TO				
WORK PERFORMED:				

I HEREBY GIVE AUTHORIZATION TO CHECK THE REFERENCES GIVEN IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR WILL NOT BE INTERPRETED IN MY FAVOR.

DATE December 10, 1992 SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

REMARKS: _____

HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGE

APPROVED: 1. _____ 2. _____ 3. _____

EMPLOYMENT MANAGER DEPT. HEAD GENERAL MANAGER

PROPER IDENTIFICATION IS IMPORTANT

When filling out an employment application you must be prepared. Here are several pieces of information you need to bring.

- Bring two forms of identification -- (common examples)
  - * **Social Security Card.** Contact the Social Security Administration office to obtain one. It's listed under Health and Human Services Department in the blue pages of the phone book.
  - * **Driver's License.** Contact the Department of Motor Vehicles office nearest you for more information on how to obtain one. It's listed under Motor Vehicle Department in the blue pages of the phone book.
  - * **Non-Driver's License.** Contact the Department of Motor Vehicles office for more information on how to obtain one. If you are at least 18 years old, a New York State resident, and you do not drive, this type of ID is for you.
  - * **Alien Identification Card.** If you are not a U.S. citizen, contact the Immigration and Naturalization Service (INS) for more information. You can find the INS listed in the blue pages of the phone book under United States government offices.
  - * **Original Birth Certificate**
  - * **Armed Services ID Card**
  - * **Passport.** Contact the Post Office nearest you for more information.
- List of companies' addresses where you worked.
- List of schools you attended and level of education reached.
- List of references
  - * References are people who know you and your good qualities and would be able to tell a prospective employer something about you. Be sure to ask the people whom you would like to have as references to see if it is okay with them because they also need to be prepared to answer questions. (If you are entering the job market for the first time, you might want to use personal friends, counselors, teachers or coaches as references.)
- Working papers
  - * If you are under 18 years of age you must have working papers before you can legally work. You must get them from your school (if you are not in school, go to the school nearest you). You may also obtain an application from an office of the New York State Department of Labor.

HOW TO WRITE A RESUME

A resume is meant to get an employer's attention as well as give a brief outline that highlights your experience and skills. One hundred years ago, those who could build cabinets would carry around a perfect miniature of a cabinet, called a masterpiece" to show people the good work they could do. Today, your resume is your "masterpiece." Make sure you include the following:

- Your full name, address, and telephone number with area code (include permanent and present address or business telephone if applicable).
- Job/Career objective (This section is optional. Only include it if there is a specific job you are interested in.)
- Educational background.
- Coursework of job-related skills.
- Work experience (include work you've done as a volunteer, as well as temporary, permanent, summer and part-time jobs, along with internships and field experience.)
- Activities such as job-related hobbies, awards or honors.
- Special skills that are job-related.
- References (Either include the names, addresses, job titles, and phone numbers of three people or, if your resume states "available upon request," make sure you have references available if the employer asks for them.)

Remember These 10 Tips . . .

1. Be brief; a resume should be no longer than one page.

2. Start sentences with action verbs such as "created," "designed" or "assisted."

3. Emphasize your skills, especially those likely to be used in the job you are applying for.

4. Type your resume.

5. Prepare a neat, clean resume with no cross outs or misspellings.

6. Prepare it on high quality paper.

7. Present an honest job history.

8. Proofread your resume.

9. Be prepared to expand on any information included in your resume during your interview and bring extra copies of your resume to the interview.

10. There are many different styles of resumes. Some examples of resumes are found on the next few pages. For more illustrations, request a copy of *Your Winning Edge* from the New York State Department of Labor, Office of Communications, Building 12, Room 511, State Office Building Campus, Albany, New York 12240.

Example of a Resume for a Non-High School Graduate

Thomas Baylor
1436 Lee Avenue
Newton, New York 12753
Tel: (914) 555-4592

Occupational Goal: Would like to be trained for landscaping/gardening while on the job.

The following experience was acquired during summers, while attending school, and after leaving school.

7/92 - 6/93	Groundskeeper with Municipal Park Department, Newton, N.Y. Worked with crew hired under JTPA to clean up public parks, mend fences, and maintain buildings, etc. Mr. William Smith, supervisor.
1/92 - 5/92	Self-employed doing odd jobs such as snow removal, preparing gardens for planting, delivering advertising door to door.
8/91 - 9/91	Delivery person and stock clerk at Standard Supermarket, Inc., Vestal, N.Y. Stocked grocery shelves, delivered orders to both businesses as well as individual homes. Mrs. Bertha Foss, supervisor.
6/90 - 9/90	Stock Clerk for Wells Pharmacy, Newton, N.Y. Took inventory, notified owner of merchandise to order, kept store clean. Mr. Henry Wells, owner.
Education:	John Paul Jones High School.
Other:	Will work outdoors or indoors. Have a clean New York State driver's license.
References:	Mr. William Smith, supervisor, 13 Overland Drive, Vestry, N.Y. 12551.
	Ms. Rose Collins, teacher, 93-15 Nelson Blvd., Newton, N.Y. 12753.
	Mr. Henry Wells, supervisor, 98 Uptown Rd., Newton, N.Y. 12753.

Example of a Resume for a High School Graduate

Joan L. Melendez
77 Sunset Avenue
Syracuse, New York 14703
Tel: (315) 555-8762

EMPLOYMENT OBJECTIVE:

Automobile or Diesel Mechanic

EDUCATION: Graduated Syracuse High School, June 1992

COURSE WORK:

Vocational/technical program which included:

Blueprint Reading	Automotive Engine Repair	Sheetmetal Shop
Mechanical Drawing	Electrical Shop	Plumbing Shop
Small Engine Repair	Carpentry and Woodworking	

WORK EXPERIENCE:

Summer 1993: Acme Auto Supply, 6 DeWitt Street, Syracuse, N.Y. 14836. Worked as parts and counter person.

Summer 1992: Forest Hills Camp, Clayville, N.Y. 14007. Junior counselor - assisted senior counselors in activities for girls attending camp.

Prior to 1992: Syracuse Gazette, 75 Main Street, Syracuse, N.Y. 14827. Newspaper delivery route (4 years).

EXTRACURRICULAR ACTIVITIES:

Volleyball Team
Automobile Club

OTHER INFORMATION:

Have New York State driver's license. Would like a combination of indoor and outdoor work. Prefer Syracuse area.

REFERENCES: Will be furnished upon request.

Example of a Resume for a College Graduate

Sharon Delfano
17 Main Street
Chatham, New York 14443
(607) 555-5566

OBJECTIVE: To obtain an accountant/analyst position that will utilize my computer systems background.

EDUCATION:
Bachelor of Science - May 1993
Major: Accounting
Minor: Computer Science
State University of New York at Fredonia
Honors: Dean's list

EXPERIENCE:

Bookkeeper
Gary's Groceries, Chatham, N.Y.
6/91-8/91 and 6/92-8/92

- Verified cashier transactions
- Made deposits
- Entered checks for coding
- Monitored billing and invoices
- Participated in account collection activities
- Provided customer service desk support
- Recommended the utilization of a computer software package which was subsequently purchased.

Treasurer
Student Activities Organization, Fredonia, N.Y.
1/91-12/92

- Monitored and approved financial transactions in a timely fashion.
- Prepared monthly treasury report and presented report at organization meetings.

Income Tax Computer Assistant
17 Main St., Chatham, N.Y.

- Developed a worksheet using a personal computer financial software package for my parents to aid in completing their income taxes.

- Trained my parents to use the system.

ACTIVITIES AND INTERESTS:
Member of the Fredonia Volleyball Team
Member of a college sorority
Travel, cycling

References available upon request.

HOW TO WRITE A COVER LETTER

A cover letter is an introduction to your resume and shows your writing skills to an employer. When you send an employer a resume, you should always include a cover letter.

- Explain how your employment will benefit the company.
- Show why the employer should read your resume.
- Initiate the interview process.
- Be businesslike, straightforward and enthusiastic.
- Type it neatly without errors and use good grade paper.
- Proofread your letter.
- Keep copies of all your correspondence for future reference.
- Address your letter to a specific person to avoid using "Dear Sir" or "To Whom It May concern."
- A cover letter should be no longer than one page.

See the sample letter on the next page.

Cover Letter

Here is a suggested outline.

1st Paragraph -- Tell why you are writing. Name the position or general occupational area about which you are asking. If you know of a specific job opening, mention it. When responding to an advertisement, be sure to include the name and date of the publication in which it was placed. If referred by a contact person, include the person's name in your opening sentence.

2nd Paragraph/3rd Paragraph -- Mention one or two of your qualifications that you think would be of great interest to the employer. Tell why you are particularly interested in his company, location or type of work. If you have had related experience, or specialized training, be sure to point it out.

3rd Paragraph/4th Paragraph -- Refer the reader to the enclosed resume or application. Make sure your closing is not vague. Plan to call the employer; mention you will phone within a specified period of time.

SAMPLE

1436 Lee Avenue
Newton, N.Y. 12753
June 28, 1992

Mr. Richard Barnes
Barnes Landscaping Co.
480 Ceder Crest Ave.
Newton, N.Y. 12753

Dear Mr. Barnes:

Please consider my resume as a request for employment in any landscaping or related job opening that you may have in your company.

My recent employment as groundskeeper with the Municipal Park Department in Newton taught me some basic skills needed for landscaping and gardening work. More importantly, I found that I was well suited for this type of work. I enjoy working outdoors and have no trouble with hot summer working conditions.

In addition, my previous work experience involving customer service taught me how to deal with clients. Through these jobs I learned how to follow instructions, take care of problems and communicate in a polite and efficient manner.

I would appreciate it if you would read my resume. I'll telephone your office next week to request an appointment with you.

Thank you for your time and consideration.

Sincerely,

Thomas Baylor

FINDING AND GETTING A JOB

Looking for a job and going through the interview process can be a difficult part of the journey. Don't let it be! Relax, everybody is nervous during an interview. Job hunting and interviewing will introduce you to many people. Enjoy yourself and enjoy meeting new people. You should always be business-like, but be yourself when interviewing. After reading this section, practice your interviewing techniques with friends and family.

HAVE FUN !!!

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THE JOB HUNT

Now that you have acquired the tools for your job hunt, getting a job that interests you can be a very hard part of the "World of Work" journey. But don't be discouraged because there are a variety of places where you can look for a job. Some of them will involve meeting potential employers face-to-face. Remember to always dress neatly and appropriately for these situations.

1. Tell everyone you are looking for a job! Many jobs are obtained through personal contacts. Tell your relatives and friends that you want a job. (Nearly 40 percent of all people obtain jobs this way.) Your mom and dad might not know about music or current styles, but you may be surprised at what they know about jobs.

2. Small is beautiful! Companies with fewer than 50 workers need you the most. It is hard to find out who hires people, but go inside and ask. Think about the types of jobs you see there and be able to tell them which jobs you can do.

3. Attend Career Days or Job Fairs. Many companies set up booths to meet jobseekers, collect resumes, and arrange interviews. You will be surprised how much fun these fairs can be!

4. Contact local union offices, local Chamber of Commerce, and city or county youth job agencies.

5. Check school guidance or career offices or BOCES placement offices for announcements and local job listings. Also look at bulletin boards in grocery stores, city hall and school guidance offices.

6. The libraries might have job listings. Libraries also have a lot of phone books, and trade and industry publications, which include the names and locations of potential employers.

7. Volunteer. If you are interested in something, volunteer to help out. Many full-time employment opportunities develop from volunteering.

8. Use a temporary employment service.

9. You might even want to start your own business. (Check out *A Teen's Guide to Business*, Avon, 1992, for more information.)

10. Don't pay for resources that are free! Use the New York State Department of Labor to help you find a job. Everything from Civil Service announcements to local job listings can be found at the Department of Labor's Community Service Centers and local offices (see listing of NYS Department of Labor Offices on page 54 in the Appendix).

GOING ON AN INTERVIEW

You have worked hard to get an interview with a company. To get to this point you decided what you would like to do, then you researched what jobs were available. You filled out employment applications and sent out resumes and cover letters. Here are some hints to help you make a good first impression. The rest is up to you!

1. Prepare for the interview. Learn something about the company you are interviewing with. (Ask the company to send you a copy of its annual report or other informational brochures and try to practice interviewing with a friend or relative before the actual interview.)

2. Check your appearance. Dress neatly. Don't wear a T-shirt with words on it, or gaudy jewelry. Don't chew gum or smoke. If you bring a cap, put in it your pocket. (More information on this subject in "A Quality Product" on page 45.)

3. Go to the interview alone!

4. You may want to bring the following: extra copies of your resume, social security card, driver's license, letters of recommendation and any other information that helps an employer learn more about you. (Review employment application hints on page 28.)

5. Be prompt. A few minutes early is fine. Present yourself in a straightforward manner without being too aggressive. Tell the receptionist who you are and who you wish to see. If you are going to be late, call and reschedule.

6. Be courteous. Introduce yourself with a firm handshake and sit up straight during the interview. Be pleasant, friendly, and maintain good eye contact. Do not criticize former employers or co-workers. Leave your problems at home.

7. Listen attentively to the interviewer and his/her questions. Listen for the interviewer's name. In answering questions, try to address the interviewer by name. Use first name only if it is suggested. (Review Activity 2 on page 9.)

8. Think before you answer. Your answer should be to the point, not just yes or no. Be honest when you tell the interviewer about yourself, but avoid volunteering information that would create a bad impression.

9. Don't be afraid to ask questions. Your questions might include the following: Would you describe a typical day for me? Are there opportunities to receive additional training? What hours would I work?

10. Say "thank you" at the end of the interview and firmly shake the interviewer's hand. You might want to ask the interviewer for a business card. If you are interested in the job, send a thank-you letter and/or follow-up with a phone call. These are good ways to remind the interviewer who you are and what skills you can offer. A sample of a thank-you letter follows:

Thank-you Letter

Here is a suggested outline.

1st Paragraph - Thank the company and the employer for taking the time to interview you. Note the date of the interview and the position you interviewed for.

2nd Paragraph - Remind the interviewer of one specific and memorable point discussed during the interview. Note briefly your experience that makes you the right person for the job.

3rd Paragraph - State how you would like to follow-up. Will you call the employer or will you wait for the employer to contact you -- be specific. Thank the interviewer once again and offer more information.

SAMPLE

27 Elm Street
Albany, N.Y. 12208
March 25, 1993

Ms. Jane Doe
Manager
Music and Sound
123 Lane Ave.
Schenectady, N.Y. 12809

Dear Ms. Doe:

Thank you for the interview on Monday, March 23, 1993 for the position of Customer Sales Representative in the sound systems department.

I enjoyed talking to you and learning more about the varied inventory your company sells. I especially enjoyed discussing your store's new policy to allow customers to upgrade their sound systems. My cashier experience and my personal knowledge of sound systems will allow me to be a successful employee.

Thank you again for your time. If you have any further questions, please let me know. I look forward to hearing from you.

Sincerely,

John Smith

ACTIVITY 5. A PRACTICE INTERVIEW

This activity can be done by speaking with a friend or by writing down your answers and discussing them with a friend.

Imagine you just walked into a business to inquire about job openings and to your surprise the manager was just about to place an ad in the paper for an opening (you decide the type of opening). The manager is willing to speak to you immediately. How would you respond to the following questions . . .

What type of work are you interested in? What experience do you have?

How did you get along with your past employer?

What salary are you interested in?

What other commitments do you currently have?

Do you have any questions for me?

A JOB INTERVIEW CHECKLIST

Use this to prepare for your interview. If you can answer "yes" to all the questions, you are ready. Refer to this list before every job interview.

YES	NO	
_____	_____	1. I can list five things about myself that make me a good candidate for this job.
_____	_____	2. I can discuss in detail each item on my resume or job application.
_____	_____	3. I can list the skills or experience that qualify me for this job.
_____	_____	4. I have the training or education that qualifies me for this job.
_____	_____	5. I have hobbies or activities that might help me qualify for this job.
_____	_____	6. I can write down my employment history with accurate names, addresses, and dates for each job (if applicable).
_____	_____	7. If I am asked for personal references, I have the names and telephone numbers of three individuals who have agreed to be my references.
_____	_____	8. I have documents needed for the interview, such as social security card or driver's license.
_____	_____	9. I am dressed properly for the job I am applying for.
_____	_____	10. I have directions and transportation arrangements so I can get to the interview on time.
_____	_____	11. I have prepared some questions to ask the interviewer.

A QUALITY PRODUCT

Earlier in our journey, we talked about the skills you need to be successful in the "World of Work," but there is more to it. Employers need not only skilled workers, but workers with good personal qualities: dependability, reliability, honesty, good appearance, and a good attitude. It takes a lot of hard work and dedication to land a job, and to keep it.

Good employees . . .

- Get to work on time
- Get along with co-workers
- Show up for work everyday
- Handle equipment with care
- Dress appropriately for the job
- Do not abuse phone privileges
- Ask questions to avoid mistakes
- Do not become "clock-watchers"
- Leave personal problems at home
- Learn as much as they can about their job
- Have a pleasant but businesslike manner
- Learn how to deal with supervisory criticism

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ACTIVITY 6. STOP POOR WORK HABITS

Lack of good work habits can cost you your job. They occur more often than you may realize, and you may or may not be aware of them. In this activity, you are the employee who has poor work habits. Complete the samples and then try to think of additional problems and how they can be corrected.

Poor work habits	Show themselves as:	You can correct this by:
Absenteeism	Call with an excuse not to come to work on a Friday or a Monday because you are too eager to begin the weekend on Friday and too tired to work on Monday.	Review your daily routine to see where problems exist. Set up a system to help you manage your time better.
Lack of consideration	Socializing on company time, personal phone calls throughout the day, friends hanging out at the office.	Limit your personal activities to lunch breaks. Tell your friends that personal visits are against company policy.
Now you try . . .		
Carelessness	_____	_____
	_____	_____
	_____	_____
Poor grooming	_____	_____
	_____	_____
	_____	_____
Unwillingness to learn	_____	_____
	_____	_____
	_____	_____
Can you think of any others?	_____	_____
	_____	_____
	_____	_____

ACTIVITY 7. MANAGING YOUR TIME

Managing time is a valuable skill, especially for people starting a new job. Scheduling enough time for your responsibilities and leisure activities will help you become organized and dependable. The following exercise represents a real-life situation.

> You just found work as a locksmith apprentice. Your hours are 8 a.m. to 5 p.m. and you attend job-related classroom training Wednesdays from 6 to 9 p.m. You play the electric guitar in a rock group on Saturday nights. You live with your parents, assist with household chores, and watch your eight-year-old brother Thursdays from 7 to 9 p.m.

Prepare a schedule using the chart below. Using Monday as your guide, fill in the rest of the week.

Monday	Tuesday	Wednesday	Thursday
6:30 Get dressed 7:00 Eat breakfast 7:30 Go to work 5:30 Return home 6:00 Eat dinner 7:00 Do homework 8:00 Practice guitar 9:00 Watch TV 10:30 Go to bed			

Friday	Saturday	Sunday

Share your task with a friend to identify any activity you may have left out. Try using what you've learned about managing your time to plan your personal schedule. Is it useful?

ACTIVITY 8. EMPLOYER/EMPLOYEE RELATIONS

Directions:

Two people are needed for this activity. One will role-play the company supervisor; the other will role-play the employee. Each actor is to be very expressive. The time allowed for role-playing should be limited to 10 minutes.

Role of Supervisor

You are the supervisor of a production department. You must find out why an employee has been absent five times in the last two weeks. The employee, usually a reliable worker, didn't call in on any of the occasions. The employee has been known to leave early without permission. This behavior is unacceptable. How will you deal with this employee? What will you say? How will you prevent this problem from happening again? Is there a solution that will satisfy both you and the employee?

Role of Employee

You have a child to support, and you are doing it alone. Your child has been sick for several days in the last two weeks. On several occasions, you have received a call from the day care center to pick up your child as soon as possible. You like your job and want to keep it. You want to solve your child-care problem but are not sure how to do that. You are very nervous when talking to the supervisor.

After each actor has played a part, switch roles.

Ask each other how it felt to be the employee or the supervisor?

ACTIVITY 9. MATCH THE APPROPRIATE DRESS TO THE JOB

_____ Someone who is dressed in a business suit, dress shirt, tie, socks, leather shoes

_____ Someone who is dressed in trousers, shirt, sweater, tie, comfortable shoes

_____ Someone who is wearing jeans, boots, long sleeve shirt

_____ Someone who is wearing a skirt, blouse, jacket, and pantyhose

a. Lynn, a production worker in an a automotive parts factory.

b. José, a CD salesperson.

c. Jill, a bank manager.

d. Sid, an accountant.

Now, plan your outfit for the job you would like to have:

Pick a job. How would you dress?

Occupation:_____

Hairstyle: _____

Headgear: _____

Footgear:_____

Outerwear:_____

Jewelry: _____

Coat, Jacket, etc:_____

YOUR RIGHTS AND SOME RULES IN THE WORKPLACE

We hope that your journey through this book has helped you in your search for a job. However, did you know that you have rights in the workplace that affect your health and personal safety, how much you get paid, the type of work you can and cannot do.

Remember...

1. Know the minimum wage. Most employers are required to pay the minimum wage. Jobs that involve tips are more complicated, but you should come out earning at least the minimum wage.

2. You have a right to get paid for all the time you work. Be sure to keep track of your hours.

3. Only legal or authorized deductions can be taken out of your paycheck. Authorized deductions include insurance premiums, pension or health and welfare benefits, contributions to charitable organizations or union dues.

4. If you are under 18 years of age you must have working papers before you can legally work. You must get them from your school (if you are not in school, go to the school nearest you). You may also obtain an application from an office of the New York State Department of Labor.

5. There are limits on the number of hours teenagers can work in a day or in a week. A list of hours can be found on page 60 in the Appendix.

6. There are several occupations that are *prohibited* by New York State law for individuals under the age of 18 and under the age of 16. These jobs include:

   Under 18 years of age -- occupations in construction, occupations involving circular saws, handsaws and occupations in a slaughter and meat packing establishment.

   Under 16 years of age -- No minor can be employed in industrial homework, the operation of washing, grinding, cutting or slicing machinery or factory work.

To find out more information on labor laws and how they affect you, please contact your nearest Division of Labor Standards office (see pages 60 and 61 of the Appendix for Permitted Working Hours for Minors Under 18 and a list of the offices of the Division of Labor Standards).

ACTIVITY 10. THE JUST FOR FUN JOB HUNT

What's Wrong With This Picture ?

1. _____
2. _____
3. _____

What Happened? How Did The Jobseeker Help ?

1. _____
2. _____
3. _____

Appendix

NEW YORK STATE DEPARTMENT OF LABOR
LIST OF LOCAL OFFICES & COMMUNITY SERVICE CENTERS
PROVIDING LABOR EXCHANGE SERVICES

ALBANY, NY 12206
115 Ontario Street
Phone: 518-465-0797
Fax: 518-432-7097
Edward Van Wagner, L.O. #101

ALBION, NY 14411
458 West Avenue-Suite 3
Phone: 716-589-5335
Fax: 716-589-1339
Kathleen Marnell, LO. #057*

AMSTERDAM, NY 12010
Amsterdam Mall
Phone: 518-842-2240
Fax: 518-842-3802
Catherine Barthel, L.O. #035*

AUBURN, NY 13021
1100 Corporate Drive
Phone: 315 255-2228
Fax: 315-255-3968
John H. Abbott, L.O. #045*

BATAVIA, NY 14020
8 Court Street Plaza
Phone: 716-343-2121
Fax: 716-344-4495
Albert Cangiano, L.O. #054*

BAY SHORE, NY 11706
1510 Fifth Avenue
Phone: 516-666-7482
Fax: 516-666-9237
George Bossert, L.O. #066*

BELMONT, NY 14813
Allegany County E&T Center
County Complex
7 Wells Lane
Phone: 716-268-9430
Fax: 716-268-5176
Varma Childs, L.O. #379

BINGHAMTON, NY 13901
30 Wall Street
Phone: 607-773-4811
Fax: 607-773-7170
Wally Wiegert, L.O. #090*

BUFFALO, NY 14202
284 Main Street
Phone: 716-851-2600
Fax: 716-851-2702
Vincent Bogdan, L.O. #071*

BUFFALO, NY 14212
950 Broadway
Phone: 716-854-5353
Fax: 716-852-7302
Joseph Rebhan, L.O. #072*

CANANDAIGUA, NY 14424
5253 Parkside Drive
Phone: 716-394-9366
Peter Sowinski, L.O. #1564

COBLESKILL, NY 12043
Shoppers Mart Plaza
Phone: 518-234-4339
L.O. #335

CORNING, NY 14830
71 Denison Parkway West
Phone: 607-962-2486
Fax: 607-936-0354
Patricia Donnelly, L.O. 094*

ES 1 (2-93)
* Community Service Center

CORTLAND, NY 13045
99 Main Street
Phone: 607-756-7585
Fax: 607-756-5531
Charles Caughey, L.O. #046*

DUNKIRK NY 14048
200 Lake Shore Drive West
Phone: 716-366-0130
Fax: 716-366-0502
Thomas White, L.O. #078*

ELMIRA, NY 14901
200 Baldwin Street
Phone: 607-733-7131
Fax: 607-737-8973
Gary Nelson, L.O. #096*

FREEPORT, NY 11520
84 North Main Street
Phone: 516-623-1955
Fax: 516-868-1248
Susan Zinser, L.O. #064*

FULTON, NY 13069
200 North Second Street
Phone: 315-598-1280
David Bigsby, L.O. #044

GENESEO, NY 14454
One Megan Drive
Phone: 716-243-1427
Fax: 716-243-4442
James M. Burdett, L.O. #059*

GENEVA, NY 14456
427-429 Exchange Street
Phone: 315-789-9490
Fax: 315-781-2290
Peter Sowinski, L.O. #156

GLENS FALLS, NY 12801
100 Broad Street
Phone: 518-792-5811
Fax: 518-793-4316
Robert J. Talbot, L.O. #003*

GLOVERSVILLE, NY 12078
199 South Main Street
Phone: 518-725-6473
Fax: 518-773-8202
Terry J. Suits, L.O. #034*

HAMBURG
3448 McKinley Parkway
Blasdell, NY 14219
Phone: 716-825-3916
Fax: 716-825-3158
Patrick J. Devaney, L.O. #076*

HAUPPAUGE, NY 11788
State Office Building-Room 2A6
Veterans Memorial Highway
Phone: 516-360-6489
Fax: 516-360-6231
Marilyn Sheffield, L.O. #062*

HAUPPAUGE, NY 11788
Long Island Centr. Teachers Reg.
State Office Building-Room 2849
Veterans Memorial Highway
Phone: 516-360-6464
Fax: 516-360-3781
Louis O'Donnell, L.O. #069

HEMPSTEAD, NY 11550
344 Fulton Avenue
Phone: 516-486-3442
Fax: 516-486-3971
William Butler, L.O. #068*

HERKIMER, NY 13350
419 North Main Street
Phone: 315-866-3240
Fax: 315-866-6264
Wallace Dennis, L.O. #032*

HICKSVILLE, NY 11801
301 West Old Country Road
Phone: 516-934-8500
Fax: 516-934-8507
William Smolinsky, L.O. #060*

HORNELL, NY 14843
107 Broadway
Phone: 607-324-8388
Fax: 607-324-6330
Robert Sanderson, L.O. #095*

HUDSON, NY 12534
98 Green Street
Phone: 518-828-4654
Fax: 518-828-8474
Michael Sherman, L.O. #009*

HUNTINGTON STA., NY 11746
1800 New York Avenue
Phone: 516-673-1500
Fax: 516-673-2280
Murry Bakel, L.O. #065*

ITHACA, NY 14850
Center Ithaca
171 East State Street
Phone: 607-272-7570
Fax: 607-272-2835
Emma Johnson, L.O. #091*

JAMESTOWN, NY 14701
25 Harrison Street
Phone: 716-664-2041
Fax: 716-664-9459
Paul Embs, L.O. #079*

KINGSTON, NY 12401
30-32 O'Neil Street
Phone: 914-331-8920
Fax: 914-339-0607
John DeSimone, L.O. #082*

LOCKPORT, NY 14094
81 Walnut Street
Phone: 716-433-6766
Fax: 716-439-8933
Ronald Kellner, L.O. #074

LOWVILLE, N.Y. 13367
Lowville Common
7550 State Street
Phone: 315-376-6312
Sidney R. Perfetta, L.O. #324

MALONE, NY 12953
231 West Main Street
Phone: 518-483-2260
Fax: 518-483-2355
Greg Murtagh, L.O. #025*

MASSENA, NY 13662
35 Glenn Street
Phone: 315-769-3596
Fax: 315-764-5041
Richard P. Fishel, L.O. #023*

MIDDLETOWN, NY 10940
130 Dolson Avenue
Phone: 914-341-1411
Fax: 914-341-1440
Alan Friedfel, L.O. #088*

MONTICELLO, NY 12701
234 Broadway
Phone: 914-794-3340
Fax: 914-791-6851
Barbara Martin, L.O. #089*

MOUNT VERNON, NY 10550
24 South Third Ave.
Phone: 914-664-7900
Fax: 914-664-1026
Mary O'Connor, L.O. #084*

NEWARK, NY 14513
105 North Main Street
P.O. Box 151
Phone: 315-331-2011
Fax: 315-331-7301
Nancy Gellasch, L.O. #053

NEWBURGH, NY 12550
116 Lake Street - Suite 21
Phone: 914-563-7000
Fax: 914-563-7025
Josephine Kohler, L.O. #085*

NIAGARA FALLS, NY 14301
Haeberle Plaza
750 Portage Road
Phone: 716-285-9181
Fax: 716-284-2849
Eugene Hanavan, L.O. #073*

NORTH SYRACUSE, NY 13212
109 North Plaza
Phone: 315-455-5786
Fax: 315-455-8918
Jacob Kulakowski, L.O. #040*

NORWICH, NY 13815
1 O'Hara Drive
Phone: 607-334-2201
Fax: 607-334-6540
June Frost, L.O. #092*

OGDENSBURG, NY 13669
100 Ford Street
Phone: 315-393-4600
Fax: 315-393-5894
Gary R. Alford, L.O. #021*

OLEAN, NY 14760
175 North Union Street-Suite 4
Phone: 716-373-1880
Fax: 716-372-3564
Varma Childs, L.O. #179*

ONEIDA, NY 13421
595 Main Street
Phone: 315-363-4450
Fax: 315-363-3204
Carl D. Theobald, L.O. #038*

ONEONTA, NY 13820
12 Dietz Street
Phone: 607-432-4800
Fax: 607-432-8130
Bruce L. Ward, L.O. #093*

OSWEGO, NY 13126
75 West Second Street
Phone: 315-342-3905
Fax: 315-342-5415
David Bigsby, LO # 047*

PATCHOGUE, NY 11772
55 Medford Avenue
Phone: 516-758-7700
Fax: 516-758-7010
Stephen Salhus, L.O. #067*

PEEKSKILL, NY 10566
201 South James Street
Phone: 914-737-3490
Fax: 914-739-8759
Margaret Herrera, L.O. #080*

PLATTSBURGH, NY 12901
185 Margaret Street
Phone: 518-561-0430
Fax: 518-561-9566
Arthur Graves, L.O. #026*

POUGHKEEPSIE, NY 12601
39 Academy Street
Phone: 914-471-9600
Fax: 914-471-6942
Elizabeth Bunch, L.O. #086*

RIVERHEAD, NY 11901
134 East Main Street
Phone: 516-727-4870
Fax: 516-369-4929
L.O. #063*

ROCHESTER, NY 14609
276 Waring Road
Phone: 716-266-7760
Fax: 716-266-7041
Richard Weymouth, L.O. #050

ROCHESTER, NY 14604
111 North Clinton Avenue
Phone: 716-454-7030
Fax: 716-454-5427
Tom Gangloff, L.O. #051

ROCHESTER, NY 14614
140 West Main Street
Phone: 716-258-8800
Fax: 716-258-8849
Lou Damico, L.O. #052*

ROME, NY 13440
119 North James Street
Phone: 315-337-7300
Fax: 315-339-7349
Rose Raymond, L.O. #030*

SARANAC LAKE, NY 12983
11 Saint Bernard Street
Phone: 518-891-0440
Fax: 518-891-0578
Robert Hall, L.O. #027*

SARATOGA SPRINGS, NY 12866
Saratoga Mall
3035 Route 50
Phone: 518-587-1592
Fax: 518-583-9409
John Zimmerman, L.O. #004*

SCHENECTADY, NY 12305
600 Franklin Street
Phone: 518-382-0291
Fax: 518-372-3775
Hilton Perez Jr., L.O. #005*

SPRING VALLEY, NY 10977
235 North Main Street - Suite 4
Phone: 914-426-2700
Fax: 914-426-2709
Beverly Ansell, L.O. #087*

SYRACUSE, NY 13202
450 South Salina Street
Phone: 315-479-3261
Fax: 315-479-3251
Gaetan Dumais, L.O. #041*

TONAWANDA, NY 14150
34 Seymour Street
Phone: 716-695-3730
Fax: 716-695-5328
Carolyn Bright, L.O. #075*

TROY, NY 12180
Troy Atrium
49 4th Street, Suite 212
Phone: 518-274-0800
Fax: 518-273-9162
Mary Darian, L.O. #007*

UTICA, NY 13501
207 Genesee Street-Room 203
Phone: 315-793-2229
Fax: 315-793-2216
Lorraine Fava, L.O. #031*

WARSAW, NY 14569
448 North Main Street
Phone: 716-786-3145
Fax: 716-786-3074
Roy Baker, L.O. #055*

WATERTOWN, NY 13601
317 Washington Street
Phone: 315-785-2220
Fax: 315-785-2602
Linda Eberhart, L.O. #024*

WHITE PLAINS, NY 10607
5 Prospect Avenue
Phone: 914-997-9587
Fax: 914-997-9314
Calvin Weir, L.O. #181*

WILLIAMSVILLE, NY 14221
Transitown Plaza
4175 Transit Road
Phone: 716-634-9081
Fax: 716-634-9262
Mary Jane Lasher, L.O. #077*

YONKERS, NY 10701
3 Prospect Street
Phone: 914-965-9500
Fax: 914-968-7328
Sandra McCoy, L.O. #083*

- NEW YORK CITY OFFICES -

BRONX:

BRONX, NY 10460
390 Morris Park Avenue CSC
Phone: 718-409-7590
Fax: 718-892-8472
Frank DeLorenzo, L.O. #521*

BRONX, NY 10455
South Bronx CSC
358 East 149th Street
Phone: 718-960-7901
Fax: 718-960-7902
Kathleen O'Brien, L.O. #522*

BRONX, NY 10467
Northeast Bronx CSC
815 Burke Avenue
Phone: 718-519-5101
Fax: 718-881-4222
John R. Marshall, L.O. #523*

BRONX, NY 10468
Bronx Youth Opportunity Center
2398 Jerome Avenue
Phone: 718-365-8100
Fax: 718-365-0173
Helen Sherrer-Horton, L.O. #524

BROOKLYN:

BROOKLYN, NY 11217
Downtown Brooklyn Complex
35 Fourth Avenue
Phone: 718-826-5702
Fax: 718-857-3439
Michael Josephson, L.O. #531

BROOKLYN, NY 11201
Schermerhorn Street CSC
250 Schermerhorn Street
Phone: 718-780-9200
Fax: 718-624-5713
Melvyn Klein, L.O. #533*

BROOKLYN, NY 11205
Brooklyn Navy Yard
Bldg. #27, Flushing Ave. &
Cumberland Street
Phone: 718-797-2003
Neil Sturtz, L.O. #5333

BROOKLYN: (continued)

BROOKLYN, NY 11216
Bedford Stuyvesant Center
247 Herkimer Street
Phone: 718-638-7300
Phyllis Feinberg, L.O. #5336

BROOKLYN, NY 11223
Kings Highway CSC
425 Kings Highway
Phone: 718-615-3840
Fax: 718-998-0355
Ellen Wasserman, L.O. 534*

BROOKLYN, NY 11201
Brooklyn Youth Opportunity
Center
250 Schermerhorn Street
Phone: 718-780-9399
Fax: 718-624-5713
Ruth Sawelson, L.O. #535

BROOKLYN, NY 11201
Brooklyn Job & Career Center
250 Schermerhorn Street
Phone: 718-852-9484
Fax: 718-624-5713
Robert Green, LO. #5359

BROOKLYN, NY 11201
Metrotech CSC
115 Lawrence Street
Phone: 718-243-2971
Fax: 718-624-2917
Martin Wilson, L.O. #536*

BROOKLYN, NY 11201
Alien Empl. Certification Office
1 Main Street
Phone: 718-797-7920
Fax: 718-797-7966
Shelley Sayetta, L.O. #581

MANHATTAN:

NEW YORK, NY 10001
U.S. Vet Assistance Center
252 7th Avenue
Phone: 212-620-6404
Rogelio Smith, L.O. #510

MANHATTAN: (continued)

NEW YORK, NY 10007
Financial District
50 Park Place
Phone: 212-791-1403
Fax: 212-571-7049
Fannie Lui, L.O. #511

NEW YORK, NY 10001
West 35th St CSC
238 West 35th Street
Phone: 212-971-0500
Fax: 212-971-0529
Kenneth Hanken, L.O. #513*

NEW YORK, NY 10027
Harlem CSC
55 West 125th Street
Phone: 212-870-5881
Fax: 212-369-2374
Thomasenia Fowler, L.O. #514*

NEW YORK, NY 10019
Manhattan Youth Opportunity
Center
247 West 54th Street
Phone: 212-621-0790
Fax: 212-621-0756
Francine Nyari, L.O. #515

NEW YORK, NY 10019
Joint High School Program
247 West 54th Street
Phone: 212-621-0782
Fax: 212-621-0756
Francine Nyari, L.O. #5153

NEW YORK, NY 10019
Manhattan Job & Career Center
255 West 54th Street
Phone: 212-247-5650
Fax: 212-956-9675
Suzanne Dacey, L.O. #5159

NEW YORK, NY 10011
West 20th Street CSC
52 West 20th Street
Phone: 212-337-8640
Fax: 212-337-8652
Jane Berman, L.O. #516*

MANHATTAN: (continued)

NEW YORK, NY 10019
West 54th Street CSC
247 West 54th Street
Phone: 212-265-2700
Fax: 212-621-0435
Linda Lang, L.O. #517*

QUEENS:

FAR ROCKAWAY, NY 11691
Far Rockaway CSC
526 Beach 20th Street
Phone: 718-337-5200
Fax: 718-337-1208
Pearline Miller, L.O. #543*

FLUSHING, NY 11355
Flushing CSC
42-01 Main Street
Phone: 718-461-6902
Fax: 718-461-8572
Doreen Liebowitz, L.O. #541*

JAMAICA, NY 11435
Jamaica CSC
90-01 Sutphin Blvd.
Phone: 718-523-4312
Fax: 718-523-7530
Charles Goldberg, L.O. #544*

LONG ISLAND CITY, NY 11101
Long Island City CSC
25-15 Queens Plaza North
Phone: 718-706-2186
Fax: 718-937-2239
Philip Stroh, L.O. #546*

STATEN ISLAND:

STATEN ISLAND, NY 10305
Staten Island CSC
1139-1141 Hylan Blvd
Phone: 718-447-2931
Fax: 718-447-4119
Rosalind Katz, L.O. #550*

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NEW YORK STATE DEPARTMENT OF LABOR
ALPHABETICAL LIST OF APPRENTICEABLE OCCUPATIONS

Years	Trades
4	Aircraft Engine Mechanic
3	Aircraft Inspector
4	Aircraft Sheet Metal Worker
3	Appliance Repairer
3	Architectural Coating Finisher
3	Assistant Press Operator
3	Auto Body Repairer & Painter
2	Auto Glass Installation Mechanic
3	Automobile Mechanic
3	Automotive Cooling System & A/C Technician
3	Automotive Machinist
3	Automotive Technologist
4	Baker
3	Baker, Cake
2	Barber
4	Binder Mechanic
4	Boatbuilder
4	Boilermaker (Construction)
4	Boilermaker (Shop)
2-4	Bookbinder
4	Bookbinder, Edition
5	Bookbinder, Pamphlet
3-4	Bricklayer-Mason
4	Bricklayer-Mason & Plasterer
2	Building Maintenance Mechanic
4	Burglar Alarm Mechanic
3	Bus Mechanic
3	Bus Refinisher - Painter (or Truck)
3	Bus, Truck or Trailer Body Mechanic
2½	Business Machine Mechanic
4	CNC Screw Machine Programer Set-Up & Operator (Single Spindle)
3	CNC Vertical Milling Machine Set-Up Operator
4	Cabinet Maker
2	Campus Security Officer
2	Canning Machine Set-Up & Adjuster
4	Car Repairer (Railroad)
4	Carpenter
3	Cement Mason, Cement Finisher
4	Chemical Laboratory Technician
3	Coin Machine Mechanic
4	Color Mixer (Wallpaper/Window Shade Cloth)
5	Commercial & Advertising Artist
3	Commercial Photographer
4-5	Commercial Press Operator
1	Community Service Officer
4	Compositor
2½	Computer Programmer/Analyst
5	Construction Inspector (Highway & Traffic Control)
3-4	Cook (Chef)
4	Coremaker
1	Correction Officer
1	Counseling Aide
2	Counter Clerk (Automotive Parts)
2	Counter Clerk (Electrical Supplies)
2	Counter Clerk (Farm Equip. Parts)
2	Counter Clerk (Heating, Vent. & Air Conditioning Supplies)
2	Counter Clerk (Industrial Equipment & Supplies)
3	Cryogenic-Refrig. Technician
4	Custom Gear Maker
5-5½	Cylinder Press Operator
4	Dental Laboratory Technician
5	Design Drafter (Electrical/ Mechanical/Hydraulic)
4	Design Drafter (Mechanical-Hydraulic)
4	Die Engraver (Steel Plate Engraver)
4	Die Maker
4	Die Maker (Die Cast)
4	Die Maker (Paper Goods)
7	Die Sinker
4	Die Stamper Press Operator
3	Diesel Engine Mechanic
3	Digital Scale Technician
4	Drafter: (Architectural) (Mechanical) (Marine) (Structural) (Tool Design) (Civil) (Electrical)
2	Dry Wall Taper
4	Electric Motor Repairer
2½	Electrical Discharge Machine Set-Up Operator
4	Electrical Line Erector & Maintainer
4	Electrical Repairer
5	Electrician
3	Electrician (Housewire or Residential)
4	Electrician (Sign)
2	Electronic Equipment Mechanic
3	Electronic instrumentation Field Service Engineer
4	Electronic Laboratory Technician
4	Electronics Mechanic (CNC Systems Maintenance)
4	Electronics - Mechanic (Numerical Controls Systems Maintenance) (CNC Systems Maintenance)
4	Electrotyper
4	Electronics Technician
4	Elevator Servicer & Repairer
1	Emergency Medical Technician-Ambulance
2	Emergency Medical Technician-Paramedic
4	Environmental-Control System Installer-Servicer
3	Farm Machinery & Equipment Mechanic
4-5	Fire Alarm Mechanic
3	Fire Fighter
2	Fire Inspector
3½	Fire-Medic
2	Flow Machine Operator
4-5	Folding Box-Cutting & Creasing Press Operator
4	Folding Box Machine-Adjuster (Maintenance Mechanic)
3	Furniture Finisher (Painter)
3½	General Mechanic
4	Glass Blower
4	Glass Blower (Gaffer Tube Draw)
4	Glass Blower (Glass Machine Engineering)
4	Glass Blower (Machine Forming)
6	Glass Engraver W/Copper Wheels
4	Glass Equipment Mechanic
4	Glass Furnace Hot Repairer
2	Glass Gatherer
3	Glazier
4	Glazier (Stained Glass)
3	Graphic Arts Technician
4	Gunsmith
2	Hazardous - Waste Material Technican
3	Highway Mechanic & Equipment Operator
3	Industrial Hygienist
4	Industrial Equipment Wirer & Assembler
3	Industrial Truck Mechanic
4	Inspection Technician
1	Institutional Safety and Security Officer
3½	Instrument Electrical Mechanic
4	Instrument Maker
4	Instrument Mechanic
4	Instrument Technician
4	Insulation & Asbestos Worker

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Years	Trades
2-3	Iron Worker
3½	Jeweler (Hand-make)
2½	Jeweler (Production)
2	Job Press Assistant
5-5½	Job Press Operator
4	Knitting Machine Fixer
2	Labor Services Representative I
3	Laboratory Mechanician
4	Landscape Nursery Manager
4	Laser & Electro - Optic Technician
4	Lather (Carpenter)
2-3	Lather (Wood, Metal, Wire)
2	Lens Maker (Precision-Lens Generator)
	Licensed Practical Nurse
3-4	Linoleum & Resilient Tile Layer
3-4	Linoleum Resilient Tile & Carpet Layer or Soft Tile & Carpet Layer
3-5	Lithographic
5	Dot Etcher
5	Photographer
5	Platemaker
4	Offset Press Operator
3-4	Press Operator
5	Stripper
4-5	Stripper (Color Assistant)
4	Locksmith
3	Machine Builder
3	Machine Operator, Set-Up- Bindery
5	Machine Tool Builder
4	Machine Repair
4	Machine Tool Mechanic
4	Machinist
4	Machinist (Automatic Screw)
4	Machinist (Experimental)
4	Machinist (Precision)
4	Machinist TRMO Grinder
4-5	Maintenance Machinist
4	Maintenance Mechanic (Automatic Equipment)
3	Maintenance Mechanic (Dry Cleaning & Laundry Equipment Repair)
4	Maintenance Mechanic (Hydraulics and/or Mining Equipment)
4	Marble Carver Cutter & Setter
3½	Melting Operator, Glass (Furnace)
2-3	Meat Cutter
3	Meat Cutter (Kosher)
1	Medical Assistant
1	Mental Hygiene Therapy Aide
3	Metal Plater
3	Metal Refinisher
4	Metal Spinner (Custom)
4	Metrologist
4	Millwright
4	Mold Maker
4	Mold maker, Die-Casting & Plastic Molding
2	Motor Boat Mechanic-Inboard/Outboard
3	Motor Equipment Mechanic
3½	Motor Inspector
3	Musical Instrument Mechanic
5	Newspaper Web-Press Operator
2	Oil Burner Servicer & Installer
	Operating Engineer:
3	Heavy Equipment
3	Universal Equipment
3	Grade & Paving Equipment
4	Heavy Duty Repairer
4	Optical Laboratory Technician
4	Optical Lens Grinder
4	Optical Manufacturing Technician (Precision Lens Grinder)
3-4	Ornamental Iron Worker
4	Orthotic Technician
4	Packer Mechanic
2	Paperhanger
3	Painter & Decorator
3	Painter, Decorator & Paperhanger
5	Pattern Maker, Metal or Wood
4	Photographic Equipment Maintenance Technician
4	Photographic Equip. Technician
5-6	Photo Engraver:
	Commercial
	Etcher (Includes Printer)
	Photographer
	Stripper
4	Pipefitter
4	Pipe Organ Builder Repairer
3-4	Plant Maintenance:
4	Assistant Engineer
4	Boilermaker
4	Bricklayer & Mason
4	Carpenter
4	Electrician
4	Electrician/Mechanic
4	Heavy Equpment Operator & Repairer
3-4	Mechanic
4	Millwright
3	Painter, Decorator & Paperhanger
4	Pipefitter
4	Plumber
4	Plumber & Steamfitter
4	Refrigeration and Air Conditioning Mechanic
4	Sheet Metal Worker
4	Steamfitter
4	Welder
4	Plant Instrument Electro-Mechanical Cold End Repairer
3-4	Plasterer
3	Plastics Molder
4	Plate Printer Press Operator
4	Platinumsmith
5	Plumber
5	Plumber (Residential)
4½-5	Plumber & Pipefitter
4	Plumber & Steamfitter
3	Pointer, Caulker & Cleaner
2	Police Officer
4	Precision Finisher, Machining
4-5	Press Operator
4	Print Roller Router
4	Processes Technician Class "A"
4	Protective Signal Installer
4	Radiation Protection Technician
4	Radio Repairer
4	Radio & Television Repairer
4	Recreational Vehicle Mechanic
4	Refrigeration & Air Conditioning Mechanic
	Registered Professional Nurse
1	Rodperson
2	Roofer
4	Sailmaker
2	Safety Inspector (Biological Safety Cabinet Technician)
2	School Safety Officer
4	Screw Machine Set-Up & Operator (Single Spindle)
4	Screw Machine Set-Up & Operator (Multiple Spindle)
4	Sewing Machine Mechanic
4-5	Sheet Metal Worker
3	Sheet Metal Worker (Artisan)
4	Sheet Metal Worker (Iron Plate)
4	Sheet Metal Worker (Sign Hanger & Rigger)
4	Ship Carpenter
4	Shoemaker (Custom-Orthopedic)
3½	Shop Electrician Armature Winder
4	Sign Writer & Pictorial Painter
4	Silversmith
3½	Ski Resort Maintenance Mechanic
2	Small Gas Engine & Equipment Mechanic
4	Sprinkler Fitter
3	Station/PBX Installer & Repair Technician
4	Stationary Engineer
4	Steamfitter
6	Steuben Glassworker
3	Stone Carver & Engraver
4	Stone Mason
1	Substance Abuse Program Counseling Aide
4	Tailor (Alteration)
4	Technical Engineer
4	Telephone Line Erector & Maintainer
4	Television Cable Line Erector & Maintainer
1s/6	Tile, Marble & Terrazzo Finisher
3-4	Tile Setter
4	Tool & Cutter Grinder
4	Tool & Die Maker
4	Tool & Die Maker (Model Builder)

Years	Trades
2	Tool Programmer, NC/CNC
4-5	Toolmaker
2	Transmission Mechanic
4	Trimmer Die Maker
1	Trooper
3	Truck Mechanic
3	Truck Mechanic-Trailer
3-4	Upholsterer (Custom)
4	Watchmaker (Repairer)
1	Weatherization Technician
5	Web Press Operator
4	Welder (Industrial)
4	Welder (Maintenance)
2	Wire Drawer
2	Wire EDM Programmer/Operator
4	Wood Machinist

Answer

Math skills:

Photographer	Teacher	Copy Editor	Registered Nurse
Diane	Art	Cheryl	Bill

New York State Department of Labor Apprenticeship Offices*

Albany
Building 12
State Office Building Campus
Albany, New York 12240
(518) 457-4391 or
(518) 457-8794

Binghamton
40-42 Main St.
Binghamton, New York 13905
(607) 773-7290

Buffalo
200 Franklin St.
Buffalo, New York 14202
(716) 851-2726

Hicksville
303 Old Country Rd.
Hicksville, New York 11801
(516) 934-8525

New York City
55 W. 125th St.
Metropolitan Area
Room 1104
New York, New York 10027
(212) 870-8165

Rochester
155 W. Main St.
Rochester, New York 14614
(716) 258-4507

Syracuse
677 S. Salina St.
Syracuse, New York 13202
(315) 479-3228

Utica
207 Genesee St.
Utica, New York 13501
(315) 793-2296

White Plains
30 Glenn St.
White Plains, New York 10603
(914) 997-9534

*Call before you go to an office to get information.

PERMITTED WORKING HOURS FOR MINORS UNDER 18 YEARS OF AGE

The following chart is a summary of the permitted working hours provisions of the New York State Labor Law relating to minors under 18 years of age:

AGE OF MINOR (GIRLS AND BOYS)	INDUSTRY OR OCCUPATION	MAXIMUM DAILY HOURS	MAXIMUM WEEKLY HOURS	MAXIMUM DAYS PER WEEK	PERMITTED HOURS
MINORS ATTENDING SCHOOL					
When School is in Session					
14 and 15	All occupations except farm work, newspaper carrier and street trades.	3 hours on school days[1] 8 hours on other days	18	6	7 AM to 7 PM
16 and 17	All occupations except farm work, newspaper carrier and street trades.	4 hours on days preceding school days (i.e., Mon., Tues., Weds., Thurs.)[2] 8 hours on Fri., Sat., Sun. and Holidays.	28	6	6 AM to 10 PM[3]
When School is Not in Session (Vacation)					
14 and 15	All occupations except farm work, newspaper carrier and street trades.	8 hours	40	6	7 AM to 9 PM June 21 to Labor Day
16 and 17	All occupations except farm work, newspaper carrier and street trades.	8 hours	48[4]	6[4]	6 AM to Midnight[4]
MINORS NOT ATTENDING SCHOOL					
16 and 17	All occupations except farm work, newspaper carrier and street trades.	8 hours	48[4]	6[4]	6 AM to Midnight[4]
FARM WORK					
12 and 13	Hand harvest of berries, fruits and vegetables.	4 hours	———	———	7AM to 7 PM June 21 to Labor Day 9 AM to 4 PM Day after Labor Day to June 20
14 and older	Any farm work.	———	———	———	———
NEWSPAPER CARRIERS					
11 to 18	Delivers, or sells and delivers newspapers, shopping papers or periodicals to homes or business places.	4 hours on school days 5 hours on other days	———	———	5 AM to 7 PM or 30 minutes prior to Sunset, whichever is later
STREET TRADES					
14 to 18	Self employed work in public places selling newspapers or work as a bootblack.	4 hours on school days 5 hours on other days	———	———	6 AM to 7 PM

[1]Students 14 and 15 enrolled in an approved work study program may work 3 hours on a school day, 23 hours in any one week when school is in session.
[2]Students 16 and 17 enrolled in an approved Cooperative Education Program may work up to 6 hours on a day preceding a school day other than a Sunday or Holiday when school is in session as long as the hours are in conjunction with the Program.
[3]6 AM to 10PM or until midnight with written parental and educational authorities consent on day preceding a school day and until midnight on day preceding a non-school day with written parental consent.
[4]This provision does not apply to minors employed in resort hotels or restaurants in resort areas.

A SCHEDULE OF HOURS OF WORK FOR MINORS UNDER 18 YEARS OF AGE MUST BE POSTED IN THE ESTABLISHMENT BY THE EMPLOYER.

Division of Labor Standards

LS-171 (9-92)

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ADDITIONAL CHILD LABOR LAW INFORMATION

- An Employment Certificate (Working Paper) is required for all minors under 18 years of age who are employed.
- There are numerous prohibited occupations for minors in New York State. Contact any of the offices listed below for further information.
- Civil penalties for violations of Child Labor Laws are:

First Violation	-	maximum $1,000*
Second Violation	-	maximum $2,000*
Third or Subsequent Violation	-	maximum $3,000*

* If a minor is seriously injured or dies while illegally employed, the penalty is treble the maximum penalty allowable under the law for such violation.

- Section 14A of the Workers' Compensation Law provides double compensation and death benefits for minors illegally employed.

Inquiries concerning these laws and other provisions of the New York State Labor Law may be addressed to the Department of Labor, at one of the offices of the Division of Labor Standards listed below:

CITY	ZIP CODE	ADDRESS	TELEPHONE
ALBANY	12240	State Office Building Campus	(518) 457-2730
BINGHAMTON	13901	30 Wall Street	(607) 773-7127
BUFFALO	14202	65 Court Street	(716) 847-7141
HEMPSTEAD	11550	175 Fulton Avenue	(516) 481-6064
NEW YORK CITY	11201	One Main Street (Brooklyn)	(718) 797-7499
ROCHESTER	14614	155 Main Street West	(716) 258-4550
WHITE PLAINS	10603	30 Glenn Street	(914) 997-9521

DIRECTORY

OF

ACCESS AGENCIES

AND

CONSORTIA

Office of Workforce Preparation and Continuing Education
New York State Education Department
January 1993

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ACCESS AGENCIES/CONSORTIA AND CONTACT PEOPLE

ACCESS Coordinator
Iona Mirsky (518) 474-3973

LONG ISLAND

Long Beach City School District
Adult Learning Center
75 East Walnut Street
Long Beach, New York 11561
Contact Person: Sandra Hittleman
Phone: (516) 897-2111
Fax: (516) 897-2127

Nassau BOCES
Carle Place Center
234 Glen Cove Road
Carle Place, New York 11514
Contact Person: James Wilde
Phone: (516) 742-5300 Ext. 153
Fax: (516) 739-0315

Suffolk I BOCES
Adult Learning Center
313 West Main Street
Riverhead, New York 11901
Contact Person: Sharon A. Fagan
Phone: (516) 727-1692
Fax: (516) 369-4126

Suffolk II BOCES
375 Locust Avenue
Oakdale, New York 11769
Contact Persons: Steve Schneider
Louise Baxter
Phone: (516) 244-5888
Fax: (516) 244-5877

Suffolk III BOCES
Lewis A. Wilson Tech. Center
17 Westminster Avenue
Dix Hills, New York 11746
Contact Person: Sandra Hoffman
Phone: (516) 667-6000 Ext. 312
Fax: (516) 667-1519

Suffolk Community College
533 College Road
Selden, New York 11784
Contact Person: Lois Burgner
Phone: (516) 451-4205
Fax: (516) 451-4681

NEW YORK CITY

Borough of Manhattan Community College
199 Chambers Street
New York, New York 10007
Contact Person: Mary Kiernan
Phone: (212) 346-8348
Fax: (212) 346-8343

Bronx Community College
University Avenue & West 181 Street
Bronx, New York 10453
Contact Person: Jean Napper
Phone: (212) 220-6163
Fax: (212) 220-6164

LaGuardia Community College
31-10 Thomson Avenue
Long Island City, New York 11101
Contact Person: Jane E. Schulman
Phone: (718) 482-5355
Fax: (718) 482-5136

Medgar Evers College
1150 Carroll Street
Brooklyn, New York 11225
Contact Persons: E. Thomas Oliver
Gerald White-Davis
Phone: (718) 270-6434
Fax: (718) 270-6496

National Puerto Rican Forum, Inc.
1910 Arthur Avenue - 4th Floor
Bronx, New York 10457
Contact Persons: Angelica Martiniano
Manuel Mandel
Phone: (212) 716-1300 Ext. 23
Fax: (212) 893-3423

New York City Technical College
250 Jay Street, Room 411
Brooklyn, New York 11201
Contact Person: Chuck Hoffman
Phone: (718) 260-5735
Fax: (718) 260-5737

NYC Board of Education
347 Baltic Street
Brooklyn, New York 11201
Contact Persons: Helen Weinberg
Carolyn Williams
Phone: (718) 935-4369
Fax: (718) 596-0575

Sites:

Brooklyn Adult Training Center
475 Nostrand Avenue
Brooklyn, New York 11216
Contact Person: Jack Dixon
Phone: (718) 638-2635

Mid-Manhattan Adult Learning Center
212 West 120th Street
New York, New York 10027
Contact Person: Boykin Martin
Phone: (212) 666-1920

Queens Adult Learning Center
42-15 Crescent Street
Long Island City, New York 11101
Contact Person: Sandie Adelman
Phone: (718) 361-9480
Fax: (718) 786-4116

York College
94-43 159th Street
Jamaica, New York 11451
Contact Persons: Frank Migliorelli
Mary Peppers
Phone: (718) 262-3860
Fax: (718) 262-2027

LOWER HUDSON

Dutchess County BOCES
578 Salt Point Turnpike
Poughkeepsie, New York 12601
Contact Persons: Gary Brady
Charles Gatje
Phone: (914) 471-9203
Fax: (914) 471-9219

Mount Vernon City School District
100 California Road
Mt. Vernon, New York 10552
Contact Person: Ralph Tedesco
Phone: (914) 665-5265
Fax: (914) 665-5333

Nyack Public Schools
41 Dickinson Avenue
Nyack, New York 10960
Contact Person: Ernie Pelletier
Phone: (914) 353-7032
Fax: (914) 353-7019

Orange-Ulster BOCES
Gibson Road
Goshen, New York 10924
Contact Person: Robert Michel
Phone: (914) 294-2260
Fax: (914) 294-2290

Site:

479 Broadway
Newburgh, New York 12550

Putnam/Northern Westchester BOCES
Pinesbridge Road
Yorktown Heights, New York 10598
Contact Person: Ruth F. Richards
Phone: (914) 245-2700 Ext. 390
Fax: (914) 245-4540

Rockland BOCES
61 Parrott Road
West Nyack, New York 10994
Contact Persons: Mary Lou Shedler
Sonya Shapiro
Phone: (914) 623-3828
Fax: (914) 623-3412

Southern Westchester BOCES
65 Grassland Road
Valhalla, New York 10595
Contact Person: Maria Morgan
Phone: (914) 761-0592
Fax: (914) 761-8099

Sullivan County BOCES
R.R. 1, Box 522
Ferndale-Loomis Road
Liberty, New York 12754
Contact Persons: Nick Barrash
Steven Sharoff
Phone: (914) 292-0082
Fax: (914) 292-8694

Ulster County BOCES
P.O. Box 601
Port Ewen, New York 12466
Contact Persons: Robert Hassinger
Kevin Hart
Phone: (914) 331-0902
Fax: (914) 331-4655

Yonkers Public Schools
145 Palmer Road
Yonkers, New York 10701
Contact Person: Joan O'Gorman
Phone: (914) 376-8605
Fax: (914) 761-5775

CAPITAL

Albany City School District
Adult Learning Center
27 Western Avenue
Albany, New York 12203
Contact Person: John Tracy
Phone: (518) 463-2154
Fax: (518) 462-7104

Site:

Giffen School
274 So. Pearl St.
Albany, New York 12202
Contact Person: Kim Wilkens
Phone: (518) 462-7176

Columbia-Greene Community College
P.O. Box 1000
Hudson, New York 12534
Contact Person: Robert Bodratti
Phone: (518) 828-4181
Fax: (518) 828-8543

Rensselaer Vo-Tech Center
35 Industrial Park Road
Troy, New York 12180
Contact Person: Ilene V. Clinton
Phone: (518) 273-2107
Fax: (518) 273-4129

Site:

Raddock Building
1801 Sixth Avenue
Troy, New York 12180

Schenectady City School District
Washington Irving Educational Center
418 Mumford Street
Schenectady, New York 12307
Contact Person: Herbert Dieck
Phone: (518) 370-8230
Fax: (518) 395-3506

SUNY/Cobleskill
College of Agriculture and Technology
Cobleskill, New York 12043
Contact Person: Patti Kokinos
Phone: (518) 234-7188
Fax: (518) 234-5333

Site:

150 East Main Street
Wohl Plaza, Room 110
Cobleskill, New York 12043

NORTH COUNTRY

Clinton Community College
16 Riverside Road
Plattsburgh, New York 12901
Contact Persons: Inam Dajany
Gary Murphy
Phone: (518) 563-8757
Fax: (518) 561-8621

Franklin-Essex-Hamilton BOCES
P.O. Box 28
Malone, New York 12953
Contact Person: Kenneth A. Tulloch
Phone: (518) 483-6420
Fax: (518) 483-2178

Madison-Oneida BOCES
Spring Road
Verona, New York 13478
Contact Person: Carmen Pecheone
Phone: (315) 732-8807
Fax: (315) 734-0379

Site:

508 Second Street
Utica, New York 13501

St. Lawrence-Lewis BOCES
P.O. Box 236
Norwood, New York 13668
Contact Person: April M. Bender
Phone: (315) 353-6693
Fax: (315) 353-8875

CENTRAL/SOUTHERN

Broome-Delaware-Tioga BOCES
421 Upper Glenwood Road
Binghamton, New York 13905
Contact Persons: Anne Smith
Paula Colavito
Phone: (607) 729-9301, Ext. 405 or Ext. 626
Fax: (607) 729-5902

Cayuga-Onondaga BOCES
5980 South Street Road
Auburn, New York 13201
Contact Person: Gregory Hinman
Phone: (315) 253-0361
Fax: (315) 252-6361

Delaware-Chenango BOCES
R.D. #3
Norwich, New York 13815
Contact Person: Charles Crumb
Phone: (607) 334-2771
Fax: (607) 334-9848

Onondaga-Cortland-Madison BOCES
7150 Morgan Road
Liverpool, New York 13090
Contact Person: Gail Sandle
Phone: (315) 451-6054
Fax: (315) 451-4676

Oswego BOCES
County Route 64
Mexico, New York 13114
Contact Person: Carol Ruby
Phone: (315) 963-4263
Fax: (315) 963-7131

Schuyler-Chemung BOCES
431 Philo Road
Elmira, New York 14903
Contact Persons: Francis Mitchell
Taunya Paul
Phone: (607) 739-3581
Fax: (607) 739-0479

Syracuse City School District
573 East Genesee Street
Syracuse, New York 13202
Contact Person: James Bigsby
Phone: (315) 435-4135
Fax: (315) 435-4190

Tompkins-Seneca-Tioga BOCES
555 Warren Road
Ithaca, New York 14850
Contact Person: Elizabeth Snyder
Phone: (607) 257-1551
Fax: (607) 257-5646

WESTERN

Buffalo Public Schools
712 City Hall
Buffalo, New York 14202
Contact Persons: James Natale
Carol LeClair
Phone: (716) 851-3763
Fax: (716) 851-3766

Site:

Niagara Frontier Building
290 Main Street
Buffalo, New York 14202

Cattaraugus-Allegany BOCES
Windfall Road
Olean, New York 14760
Contact Person: Patricia Finocchio
Phone: (716) 372-8293 Ext. 253
Fax: (716) 373-2801

Erie Community College
City Campus
121 Ellicott Street
Buffalo, New York 14203
Contact Person: Elresa Clark Avery
Phone: (716) 851-1194
Fax: (716) 842-1972

Site:

Downtown Campus
121 Ellicott Street
Buffalo, New York 14023

Erie II BOCES
8685 Erie Road
Angola, New York 14006
Contact Person: Valerie Jakubik
Phone: (716) 549-4454
Fax: (716) 549-1758

Kenmore-Town of Tonawanda UFSD
Sheridan Building
3200 Elmwood Avenue
Kenmore, New York 14217
Contact Person: Amanda Veazie
Phone: (716) 874-8512
Fax: (716) 874-8621

Livingston-Steuben-Wyoming BOCES
Lackawanna Avenue
Mt. Morris, New York 14510
Contact Person: Barney M. Mitchell
Phone: (716) 658-3859
Fax: (716) 658-2444

Monroe #1 BOCES
41 O'Connor Road
Fairport, New York 14450
Contact Person: Rick Stern
Phone: (716) 383-2265
Fax: (716) 377-1959

Niagara County Community College
1001 11th Street
Niagara Falls, New York 14301
Contact Persons: Anthony Tullio
Paul Parise
Phone: (716) 278-8150/(716) 439-7535
Fax: (716) 278-8142/(716) 439-7539

Site:

Trott High School
Portage Street
Niagara Falls, New York
Phone: (716) 282-1724 or 1725

City School District of Rochester
131 West Broad Street
Rochester, New York 14614
Contact Person: Donna Phillips
Phone: (716) 262-8326
Fax: (716) 262-5151

Sites:

Family Learning Center
30 Hart Street
Rochester, New York 14605
Contact Person: Clair Miles
Phone: (716) 262-8072

Westside Adult Learning Center
420 Chili Avenue
Rochester, New York 14611
Contact Person: June Rousseau
Phone: (716) 464-6167
Fax: (716) 464-6167

Steuben-Allegany BOCES
6666 Babcock Hollow Road
Bath, New York 14810
Contact Person: Nile W. Heermans
Phone: (607) 776-7631
Fax: (607) 776-7226

Wayne Finger Lakes BOCES
3501 County Road 20
Stanley, New York 14561
Contact Person: Daniel L. Kane
Phone: (716) 526-6433
Fax: (716) 526-4631

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YOUR RIGHTS UNDER FEDERAL AND STATE LAWS CONCERNING EQUAL EMPLOYMENT OPPORTUNITY

Potential employers may not legally ask certain questions of job applicants with respect to:

(1) Race, color, creed, religion, political affiliation or national origin;

(2) Age, except to ask if you are over 18;

(3) Gender, sexual orientation;

(4) Marital status, age or number of children;

(5) Disabilities - You cannot ask someone if he or she has a disability;

(6) Arrest record - A prospective employer may not ask if you have ever been arrested. However, an employer may ask if you have ever been convicted of a crime. In the case of a conviction, guidelines for denying a job must be relative to the crime.

An applicant may, however, volunteer any of the above information. Questions or complaints should be directed to your nearest office of the New York State Division of Human Rights. They are listed in the telephone book under New York State Government.

David J. Nyhan, Executive Director

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The Jobseeker is a product of the New York State Department of Labor. This edition was prepared by Lesley Topiol, with assistance from Helen Markessinis, David Nyhan, Thomas Nespeco, Sanford Fialkoff, Pamela Cunningham and Pamela Pond, SUNY Oswego, an intern with the Albany Semester Program. Additional contributors included Carolyn Vaccaro, who wrote the chapter "Life in the Fast Lane," Cindy Oyer, who designed the cover, Tom Corban who provided statistical data. Others who provided assistance included Tom Anapolis, Leonard Durski, William LeBeau, Karen Martin, Francis Nyari, Helen Sherrer-Horton and Andrea Sweda. Additional graphics using clip art from Lotus SmartPics developed by Sean Rafferty, SUNY Brockport, an intern with the Albany Semester Program.

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